

SPECIAL REQUEST FOR EQUIPMENT for OUT-OF-TOWN SHOOT

Title of project: _____

Date(s) of shoot: _____

Location of shoot (address, city) _____

- **Staple a complete list of equipment to this sheet.**
- **You and your entire crew are responsible for this equipment.**
- 1. Equipment may not be left in car overnight or left unattended.**
- 2. When not in use (or overnight) the equipment must be stored in a secure place.**
- 3. Any loss or damage to equipment must be reported to a professor (via email) on the day of damage or loss — no exceptions.**
- 4. Describe the security measures for the equipment (i.e., Where equipment will the equipment be stored? Will it be under lock & key? etc.) _____

Student's name & position: _____

signature: _____

tel number: _____

email: _____

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signature: _____
tel number: _____
email: _____

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Student's name & position: _____
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email: _____

Professor's name: _____

Professor's signature: _____