



Torrance Community Television  
**FIELD EQUIPMENT CHECK-OUT FORM**

Date/Time Stamp

P L E A S E P R I N T

Producer: \_\_\_\_\_

Program: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

OFFICE USE ONLY	
Checked-out by: _____ / ____ / ____ : ____ A.M./P.M. Checked-in by: _____ / ____ / ____ : ____ A.M./P.M. TIME OUT: _____ TIME IN: _____	Pick-up: ____ / ____ / ____ : ____ A.M. /P.M. Return: ____ / ____ / ____ : ____ A.M./P.M.

	QTY.	EQUIPMENT	ACCESSORIES	UNIT NUMBER	PRODUCER INITIALS	CHECK IN INITIALS
<b>V I D E O</b>		DVX 100 Camera 1	Batteries Qty. _____			
		DVX 100 Camera 2	Batteries Qty. _____			
		DVX 100 Camera 3	Batteries Qty. _____			
		DVX 100 Camera 4	Batteries Qty. _____			
		Charger				
		Libec Tripod	Plate Handle			
<b>A U D I O</b>		Shure SM-58	Bag			
		Shotgun Mic	Case Windscreen Battery			
		Headphone				
		XLR to XLR	Adapter Cable S M L			
		XLR to Phono	Adapter Cable S M L			
		Boom Pole	Windscreen Mic Saddle			
<b>M I S C .</b>		Field Monitor	AC Cord			
		Light Kit	3 Stands 3 AC Cords 1 Gel Frames Umbrella	1 2 3 4		
		Equipment Sack				
		Cables	BNC to BNC	Feet : _____		
			BNC to RCA	Feet : _____		
		Connectors	BNC to BNC			
			RCA to BNC			
		Sand Bags				
<b>N O T E S</b>						

I agree to pay any and all repair or replacement costs for equipment or materials that are damaged, misused, lost, or stolen while such equipment or materials are in my possession or control. I also understand that these penalties will apply if I do not return equipment or materials by said due date, or if I allow someone not authorized by TCTV to use said equipment or materials.

\_\_\_\_\_  
 Signature of Certified Producer

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date

\_\_\_\_\_  
 California Drivers License No.

WHITE- USER FILE

YELLOW- STATEMENT FILE

PINK- USER