

University of Iowa  
**Production Equipment Request Form**

**Production:** \_\_\_\_\_ **Team Leader/SM:** \_\_\_\_\_

**Requester Email:** \_\_\_\_\_ **Requester Phone:** \_\_\_\_\_

**Date Equipment is Needed:** \_\_\_\_\_ **Production Opening:** \_\_\_\_\_ **Closing:** \_\_\_\_\_

**Venue:**  Mabie  Thayer  Theatre B  Room 172  Other: \_\_\_\_\_

Item	Quantity	Checked Out	Checked In	Notes:
Door Ropes				
Door Stops				
Desktop Lights				
Clip Lights				
Clip Light Stands				
Rope Lights	9'			
	12'			
Dimmers				
Flashlights				
Headlights				
Extension Cords	9'			
	12'			
Power Strips				
Valuable Bags				
First Aid Kits				
Work Gloves				
Lock Box				

**Special Requests:**

  
  

**Acknowledgement of Equipment Received:**

**Acknowledgment of Equipment Returned:**

\_\_\_\_\_  
 TEAM LEADER/SM SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PSM SIGNATURE

\_\_\_\_\_  
 DATE

**Equipment Request Form Must Be Submitted to Melissa Turner, Production Stage Manager,  
One-Week Prior to the Date the Equipment Is Needed**