

PRODUCTION EQUIPMENT CHECK-OUT FORM

PRODUCTION:	DATE OF REQUEST:
TEAM LEADER/SM:	DATE EQUIPMENT IS NEEDED:
PHONE:	DATE OF PRODUCTION OPENING:
E-MAIL:	DATE OF PRODUCTION STRIKE:

RETURN THIS FORM ONE WEEK PRIOR TO DATE EQUIPMENT IS NEEDED.

PLEASE CHECK THE APPROPRIATE BOX FOR THE LOCATION OF YOUR PRODUCTION:

- E.C. MABIE
 THAYER THEATRE
 THEATRE B
 ROOM 172

# NEEDED	CHECKED OUT	CHECKED IN	CONDITION
Wireless belt packs (includes headphones)			
Belt Packs			
Headphones			
Headset Cable (15-25')			
Headset Cable (5')			
Door Ropes			
Door Stops			
Desktop Lights			
Clip Lights			
Clip Light Stands			
Flashlights			
First Aid Kits			
Valuables Bags			
Extension Cords			
Power Strips			
Work Gloves			

EQUIPMENT RECEIVED:

TEAM LEADER/SM SIGNATURE DATE

PSM SIGNATURE DATE

DATE OF EQUIPMENT RETURN:

TIME OF EQUIPMENT RETURN: