

HFAM Equipment Checkout Form

Staff must indicate and initial items being checked out/in in good working condition.
Staff will do the same for returned equipment, noting any missing or damaged items.
Complete the form and email to info@highfivemedia.org.

CHECK OUT							DATE	TIME
M	Tu	We	Th	F	Sa	Su		

CHECK IN							DATE	TIME
M	Tu	We	Th	F	Sa	Su		

JVC Kit

<input type="checkbox"/> Camera	<input type="checkbox"/> Camera
<input type="checkbox"/> Battery	<input type="checkbox"/> Battery
<input type="checkbox"/> Power source	<input type="checkbox"/> Power source
<input type="checkbox"/> SD cards	<input type="checkbox"/> SD sards
<input type="checkbox"/> Zoom control	<input type="checkbox"/> Zoom control
<input type="checkbox"/> Audio control	<input type="checkbox"/> Audio control

GoPro Kit

<input type="checkbox"/> GoPro	<input type="checkbox"/> GoPro
<input type="checkbox"/> Waterproof case	<input type="checkbox"/> Waterproof case
<input type="checkbox"/> Power source	<input type="checkbox"/> Power source
<input type="checkbox"/> Handlebar mt.	<input type="checkbox"/> Handlebar mt.
<input type="checkbox"/> Roll bar mt.	<input type="checkbox"/> Roll bar mt.
<input type="checkbox"/> Suction mt.	<input type="checkbox"/> Suction mt.

Sony DSLR Kit

<input type="checkbox"/> Camera	<input type="checkbox"/> Camera
<input type="checkbox"/> Battery	<input type="checkbox"/> Battery
<input type="checkbox"/> Power source	<input type="checkbox"/> Power source
<input type="checkbox"/> SD cards	<input type="checkbox"/> SD cards
<input type="checkbox"/> .45 mm lens	<input type="checkbox"/> .45 mm lens
<input type="checkbox"/> .72 mm lens	<input type="checkbox"/> .72 mm lens
<input type="checkbox"/> ND Filter	<input type="checkbox"/> ND Filter

Lights

<input type="checkbox"/> Lowel 2 Omni	<input type="checkbox"/> Lowel 2 Omni
<input type="checkbox"/> Lowel Rifa	<input type="checkbox"/> Lowel Rifa

Tripods

<input type="checkbox"/> Manfrotto lg.	<input type="checkbox"/> Manfrotto lg.
<input type="checkbox"/> Manfrotto sm.	<input type="checkbox"/> Manfrotto sm.
<input type="checkbox"/> Dolly	<input type="checkbox"/> Dolly
<input type="checkbox"/> Shoulder rig	<input type="checkbox"/> Shoulder rig
<input type="checkbox"/> Gimbal	<input type="checkbox"/> Gimbal

Audio

<input type="checkbox"/> Lavalier Kit	<input type="checkbox"/> Lavalier Kit
<input type="checkbox"/> Shotgun	<input type="checkbox"/> Shotgun
<input type="checkbox"/> Handheld	<input type="checkbox"/> Handheld
<input type="checkbox"/> Boom pole	<input type="checkbox"/> Boom pole
<input type="checkbox"/> Mic stand	<input type="checkbox"/> Mic stand
<input type="checkbox"/> Pedestal stand	<input type="checkbox"/> Pedestal stand
<input type="checkbox"/> XLR ft. _____	<input type="checkbox"/> XLR ft. _____
<input type="checkbox"/> Headphones	<input type="checkbox"/> Headphones

Notes:

Other

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Agreement

By signing this form, the community producer below attests that the equipment is in good working order upon checkout and agrees to pay up to \$1,000 for loss, theft, or damage beyond normal wear and tear.

Name (print): _____ Name (sign): _____

Staff OUT: _____ Staff IN: _____ Date: _____