

SOUTHEASTERN UNIVERSITY

DEPARTMENT OF MEDIA SERVICES

STUDIO RESERVATION FORM

DATE RECEIVED: _____

RECEIVED BY: _____

DATE ENTERED: _____

ENTERED BY: _____

EVENT NAME: _____

EVENT COORDINATOR: _____

PHONE #: _____

FACULTY SPONSOR: _____

PHONE #: _____

PRINT/SIGN

NAME OF CLASS: _____

PROJECT NAME: _____

EVENT DATE (S): _____

EVENT TIME (S): _____

SETUP DATE/TIME(S): _____

TEARDOWN DATE/TIME(S): _____

VIDEO EQUIPMENT:

- | | |
|--|----------------|
| ☐ STUDIO CAMERAS, TRIPODS AND CONTROLS | _____ QUANTITY |
| ☐ LIGHTING CONSOLE AND STUDIO LIGHTING (*TECH NOT PROVIDED) | |
| ☐ TELEPROMPTER | _____ QUANTITY |
| ☐ STUDIO VIDEO MONITOR | _____ QUANTITY |

AUDIO EQUIPMENT:

- | | | | |
|--|----------------|---|----------------|
| ☐ WIRED LAPEL MIC(S) | _____ QUANTITY | ☐ PZM MIC(S) | _____ QUANTITY |
| ☐ WIRELESS LAPEL MIC(S) | _____ QUANTITY | ☐ SHOTGUN MIC(S) | _____ QUANTITY |
| ☐ HANDHELD MIC(S) | _____ QUANTITY | ☐ XLR CABLES | _____ QUANTITY |
| ☐ STUDIO AUDIO MONITOR | | | |

PLEASE READ THE FOLLOWING SECTION AND INITIAL STATING THAT YOU AGREE WITH ALL POLICIES .

- ALL PRODUCTIONS/EVENTS MUST SUBMIT THIS FORM COMPLETED NO LATER THAN 7 DAYS PRIOR TO THE EVENT.
- FILLING OUT THIS FORM DOES NOT GUARANTEE THAT THE STUDIO WILL BE AVAILABLE ON THE DATE REQUESTED. A CONFIRMATION VIA EMAIL WILL BE SENT CONFIRMING THE RESERVATION
- ANY AUDIO/VISUAL EQUIPMENT, NOT LISTED ON THIS FORM, MUST BE SECURED THROUGH MEDIA SERVICES BY FILLING OUT THE AUDIO-VISUAL RESERVATION FORM.
- THE STUDIO MUST BE LEFT IN THE SAME CONDITION IN WHICH IT WAS FOUND BEFORE YOUR EVENT. THIS MAY INCLUDE SWEEPING AND MOPPING . SUPPLIES WILL BE MADE AVAILABLE FOR THIS. FAILURE TO COMPLY MAY RESULT IN A FINE. (SEE BACK FOR DETAILS).
- ANY EQUIPMENT BROUGHT IN FOR THE PRODUCTION MUST BE REMOVED FROM THE STUDIO AS INDICATED BY THE STUDIO MANAGER.
- MEDIA SERVICES/STUDIO STAFF WILL NOT BE PROVIDED FOR YOUR EVENT. YOU ARE RESPONSIBLE FOR STAFFING YOUR OWN EVENT INCLUDING, AUDIO AND LIGHTING TECHNICIANS.
- CAMERA OPERATORS AND OTHER PRODUCTION STAFF MUST BE ENROLLED IN OR HAVE COMPLETED INTRO TO TELEVISION.

_____ (INITIAL)

Signature: _____

Date: ____/____/____

E-Mail: _____

DETAILS ABOUT FINES

FINES WILL BE ISSUED FOR THE FOLLOWING:

1. CLEAN-UP: FAILURE TO CLEAN AND RETURN THE STUDIO TO IT'S ORIGINAL CONDITION WILL RESULT IN A MINIMUM \$25 FINE. STUDIO STAFF WILL ASSES THE CONDITION OF THE STUDIO AFTER THE EVENT. STAFF WILL ADVISE THE COORDINATOR OF THE EVENT ON THE EXTENT OF CLEANING THAT NEEDS TO BE COMPLETED.
2. LOST ITEMS: ANY ITEMS BELONGING TO THE STUDIO OR MEDIA SERVICES THAT ARE USED FOR YOUR PRODUCTION WILL INCUR A FINE EQUAL TO THE PRICE OF THE LOST ITEM(S). THESE ITEMS WILL BE CHARGED TO THE DEPARTMENT THAT SPONSORS THE EVENT. THE STUDIO MANAGER WILL PROVIDE A STATEMENT THAT INDICATES THE COST OF THE LOST ITEM(S). A 24 HR. GRACE PERIOD WILL BE GIVEN TO THE COORDINATOR TO LOCATE THE LOST ITEM(S).
3. DAMAGED ITEMS: ANY ITEMS BELONGING TO THE STUDIO, OR MEDIA SERVICES, THAT ARE DAMAGED DURING THE PRODUCTION, WHETHER IT BE ACCIDENTAL OR DUE TO NEGLIGENCE, WILL BE CHARGED TO THE DEPARTMENT SPONSORING THE EVENT. THE STUDIO MANAGER WILL PROVIDE A STATEMENT THAT INDICATES THE COST OF THE DAMAGED ITEM(S).