

Video Production

Guidelines for Equipment Reservation and Usage

Reservations:

Reservations should be made at least 48 hours in advance with Media Services (WH 013), online at wcsu.edu/media/com or by calling 837-8757. To make reservations for equipment you must have a current production liability form on file. You can sign-out equipment without a reservation if it is available.

Equipment Sign-Out:

You must have a **liability form on file at Media Services and your ID with you to pick up equipment.**

Equipment is **only checked out for up to 24 hour periods** unless pre-arranged through a Media Arts professor, including **weekend requests**. Equipment being checked out for weekends cannot be picked up until the end of the business day on Friday.

You must check all equipment thoroughly when picking it up from Media Services! You will be responsible for replacing all missing equipment including cables, adapters, tripod shoes, batteries, etc. Cameras are automatically signed out with one battery and an AC adapter. Please reserve extra batteries if you need more than one.

Equipment can be picked up/returned at Media Services, White Hall, 013. The hours of operation for pick up/return of COM equipment are 8:30am – 9:00pm, Monday through Thursday and 8:30am – 4:30pm on Fridays. Phone # - 837-8757

If you are more than 15 minutes late picking up your equipment you will not be guaranteed equipment usage. After 15 minutes equipment is available to anyone.

While Media Services makes every attempt to charge batteries between usage, due to the limited number of cameras and high volume of use, it is not always possible. Please allow time to charge batteries.

**PLEASE INFORM MEDIA SERVICES OF ANY EQUIPMENT PROBLEMS
ASAP & WHEN RETURNING EQUIPMENT: Phone # - 837-8757**

To Return Equipment:

You need to wait until the media assistant checks all of the equipment back in so that you are no longer liable for it.

- **Please notify the media staff if there were any technical problems with the equipment so that it can be examined before the next sign out.**

Late Returns:

- **You will be charged \$5.00/day for equipment returned late.**
- **All late fines must be paid before you are allowed to reserve/sign-out equipment.**

Responsibilities and Consequences:

Your classmates are counting on you to follow this procedure to assure fair usage of equipment and to fulfill their class requirements.

If you do not return equipment in a timely manner and/or do not take care of the equipment in a reasonable fashion, you will not be allowed to sign out equipment for the remainder of the semester.

COM Media Production Equipment

Canon FS200 standard definition camera (uses SDHC card)

Canon Vixia high definition camera (uses SDHC card)

Tripods

H2 & H4 Zooms audio recorders (uses SD card)

White & gold/white reflectors

Shotgun mics

Lavaliere mics

Handheld mics

Lowel Lighting Kits (2 lights, umbrella)

LCD monitors

Boom poles for mics

Cables (XLR-mini, etc)