STUDENT - DAEL Equipment and Facilities Request

Requests must be filled out and submitted two weeks prior to anticipated date of use.

Name (Please Print): __________________________ GSU ID#: ______________________

Signature: ____________________________ Date: __________________

Faculty/Practicum Advisor Name (please print): ____________________________________

Faculty Signature: ____________________________ Date: __________________

Purpose:

( ) Incomplete (Provide Course Number, Name, Semester, and Instructor):

_______________________________________________________________________

( ) COMM 6910: Special Project

( ) COMM 6980 (Previously COMM 8800): Practicum Hours*

( ) Other:________________________________________________

*In accordance with the Graduate Handbook, a Practicum Proposal must be approved by the students Practicum Committee before any Equipment or Facilities Use Request can be processed. All students who wish to use DAEL equipment and/or facilities for practicum projects must be enrolled for at least one credit hour of practicum research (COMM 6980) in each semester in which they require access. A practicum project is expected to require no more than two semesters of access to DAEL equipment and/or facilities. Requests from students who have already enjoyed two semesters of access to DAEL equipment and/or facilities will be accommodated only as equipment and staff resources permit. All students must show proof that they have had previous classroom instruction (or individual instruction with a faculty member) for all equipment and software that they are requesting. (Note: Special Project requests must also meet the above criteria and all of the above courses require that the student submit supply cards before they will be allowed the use of any equipment or facilities. Please see the instructor or course syllabi for supply card and equipment checkout/return policies and procedures.)

Current Semester:

( ) Fall   ( ) Spring  ( ) May   ( ) Summer   Year: _______________

Dates and Times of planned use: _____________________________________________________________
__________________________________________________________________________________________

Production Equipment Needed (Only the equipment and facilities listed below are available for use in Special Projects or Practicum projects.):

<table>
<thead>
<tr>
<th><strong>Film Cameras</strong></th>
<th><strong>Video Cameras</strong></th>
<th><strong>Audio</strong></th>
<th><strong>Facilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Arri S 16mm</td>
<td>( ) Canon XL-1</td>
<td>( ) HHB PortaDat</td>
<td>( ) Audience Response Theater</td>
</tr>
<tr>
<td>( ) Arri BL 16mm</td>
<td>( ) Sony DSR-PD150</td>
<td>( ) HHB TC PortaDat</td>
<td>( ) Blue Screen Studio (DAEL)</td>
</tr>
<tr>
<td>( ) Arri SR I</td>
<td>( ) Sony DXC-D30</td>
<td>( ) Mic Kit</td>
<td>( ) Dubbing Station (200-1PP)</td>
</tr>
<tr>
<td>( ) Arri SR II</td>
<td>( ) Sony F900</td>
<td>( ) Wireless Mic</td>
<td>( ) Audio Suite</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Tripods &amp; Support</strong></th>
<th><strong>Support</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Bogen Mini Tripod</td>
<td>( ) Matthews Doorway Dolly</td>
</tr>
<tr>
<td>( ) Bogen 510 Fluid Head Tripod</td>
<td>( ) Apple Boxes: ______________</td>
</tr>
<tr>
<td>( ) Miller 25 Fluid Head</td>
<td>( ) Sandbags: Qty. ____________</td>
</tr>
<tr>
<td>( ) Sachtler 7+7 Panorama</td>
<td>( ) Sound Blankets: Qty. _______</td>
</tr>
</tbody>
</table>
Lighting
( ) Arri Light Kit:__________________________
( ) HMI 1200W
( ) HMI 4000W
( ) Mole Richardson Lights:______________________
( ) Light Stands:______________________________
( ) C-Stands:________________________________

Computer Equipment Needed:
( ) Apple Computer                    ( ) Avid Xpress
( ) Apple Computer w/ Final Cut Pro    ( ) Avid Xpress DV
( ) Sound Effects Station

Software Needed:
( ) Adobe After Effects               ( ) Macromedia Flash
( ) Adobe Illustrator                 ( ) Macromedia Dreamweaver
( ) Adobe Photoshop                   ( ) Apple Final Cut Pro
( ) DVD Studio Pro                    ( ) Movie Magic Scheduling/Budgeting
( ) Other:______________________________

By signing below, I acknowledge that I am a paid, registered student at Georgia State University for the current academic semester in an approved course for which I will be using this equipment and that the use of this equipment is not for personal profit or financial gain. In addition, I attest that I have completed the required production courses and have the proper training and necessary skills to use the above equipment properly. I also understand that I may be required to produce course documentation or demonstrate my technical ability before this request can be approved. Making a request does not guarantee the availability of the facilities or equipment. All projects and productions using DEAL equipment must adhere to the attached DAEL Productions Agreement.

Requestors Signature: ____________________________ Date: __________________

Phone:__________________________________________ E-Mail:______________________

Authorization:
DAEL Director: _________________________________ Date: ______________
Facilities Manager: _____________________________ Date: ______________
Systems Administrator: __________________________ Date: ______________