

Checklist for Checking Out Video Equipment from The Media Center's Equipment Room

To ensure you have a successful "shoot", we ask that you take a few extra minutes **EVERY TIME** you check out equipment and make certain you have everything you will need and that it is working properly.

Whenever you check out a **Video Camera** make sure you **TEST IT** and ensure you have the following in the camera case...

Video Camera with Audio Mixer
Lens hood and cover
Two (2) batteries
Functioning small shotgun microphone with its foam cover
SD Memory Card (*unless you are providing your own*)
"Audio Tips" laminated card
One (1) set of headphones



Test the camera, mic, and audio mixer (using the headphones) before you walk away!

Whenever you check out a **Tripod**, make sure you open the zippered case **TEST IT** and ensure...

The tripod has the camera mounting plate on the tripod head
The legs all lock properly
Everything appears to look in good shape to you



If you are checking out **Microphones...**

Ask yourself – what are my audio needs for this shoot??
Lav microphone? (ensure it works, and that you have batteries)
Shotgun microphone? (ensure it works, has batteries, and that you have the boom pole)
Hand-held microphone?
Ensure you have one **XLR cable** for each microphone you take, then check out one extra XLR cable for back-up



Whenever you check out a **Lighting Kit**, make sure you **open the case and ensure...**

There are three (3) light stands – TEST the stands to ensure all thumbscrews tighten
Two (2) Omni lights and one (1) Tota light
You have at least one (1) each new replacement bulb for the Omni & Tota lights
You have three (3) switchable cords to plug into the backs of the lights
You have at least two (2) filter frames to place in front of lights
You have twelve (12) C-47's
You have at least one (1) silver umbrella
You have three (3) CTB (color temperature blue) gels
You have three (3) white diffusion gels
You have three (3) Neutral Density (ND) gels



IF YOU ARE TAKING LIGHTING EQUIPMENT, YOU WILL ALSO NEED

Three (3) Sandbags
At least one sheet of Black Wrap (black foil)
One (1) roll of Gaffer's Tape
A minimum of two (2) Extension Cords (*stingers*) – ensure your cords will accept the 3-prong plug!



Revised: 10/07/2013 by Doug Kreitz,
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