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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