

**PRO2 EQUIPMENT RESERVATION FORM**

Due the ongoing corona virus situation equipment reservations follow the below protocol: Export as a **PDF File** and Email [productionhouse@buas.nl](mailto:productionhouse@buas.nl). You should get a reply within 2 working days to confirm reservation.

<b>Course code (PRO2)</b>	S4-01		
<b>Class Number and Group Number</b>	class3, group 5		
<b>Full name of student picking-up equipment</b>	Inga Aleksandra Jodziewicz		
<b>Student number</b>	200500		
<b>Mobile number of contact person:</b>	0648471498	<b>Email address:</b>	200500@buas.nl

<b>Producer name and mobile number of group if different from above</b>			
<b>Other group member names:</b>	Mercedy Burns, Selenay Demir, Femma Satter, Lieke Ras		
<b>Responsible PRO2 Teacher</b>	Nic Kazamias		
<b>Date Pick-Up/Start of Reservation:</b>	25.02.2022	<b>Pickup/Start Time:</b>	13:00
<b>Date Return/End of Reservation</b>	8.03.2022	<b>Return/End Time:</b>	13:00

Equipment and Facilities work hours is Mondays to Fridays except Holidays from **9AM-12PM/12:30-16:30**

<b>EQUIPMENT</b>	<b>Put an X Below for your request</b>
Camera kit 1: Canon M6, Tripod and Tascam Recorder	<b>2 cameras and tascam</b>
Camera kit 2: Canon 70D, Tripod and Tascam Recorder	
Tripod Only	
<b>Audio</b>	
Audio Kit (microphones, lavalier and boom pole)	
Reflector	
Clapboard	
Extra batteries	
Others:	
<b>FACILITIES</b>	<b>Put Date and time</b>
Audio Suite	
Edit Suite	
Maclab	
<b>Remarks</b>	

- 1) Follow the instructions given to you by the equipment desk.
- 2) Sanitize the equipment according to the equipment desk guidelines.
- 3) Schedule enough time for pick-up, return, and to test the equipment. Equipment will not be issued if you are late or did not schedule enough time.
- 4) Late return, non-pickup or broken or lost equipment without proper communication to the staff can involve penalties or disciplinary action. Please be careful with the equipment.

If there are equipment issues i.e. late pickup or return, broken or lost equipment, please contact ASAP Zarifa Huseynova or Estela Lindes [Creus at: productionhouse@buas.nl](mailto:productionhouse@buas.nl)