

Equipment Booking Procedure

In Person

Fill out **Equipment Request Form** specifying your name, equipment needed, time period and project name. During office hours, Kirk or Monique will fill in booking sheets and confirm your booking. Otherwise confirmation will be e-mailed to you.

When you come to pick up your equipment fill out the appropriate camera or audio **kit check form**. Take this with you. On the **equipment request form in the 2nd column** note any omissions from the kits or any concerns about the equipment condition. **Put the completed request form in the "equipment" out envelope**. Bring the **kit check forms** back with you when you return your equipment for check in.

By e-mail

e-mail technical@media-net.bc.ca specifying your name, equipment needed, time period and project name.

Wait for e-mail confirming your booking or phone 381-4428 between 9 am and 1 pm Monday to Friday.

When you come to pick up your equipment fill out the appropriate camera or audio kit **check form**. Take this with you. **Complete the equipment request form and in the 2nd column** note any omissions from the kits or any concerns about the equipment condition. **Put the completed request form in the "Currently Out" envelope**. Bring the kit check forms back with you when you return your equipment for check in.

By Phone – Monday to Friday, 9 AM to 1 PM ONLY – No Messages

Kirk or Monique will take your booking and start an equipment request form for you.

When you come to pick up your equipment you must **complete the equipment request form**. As well, please fill out the appropriate camera or audio kit check list form. Take this with you. On the **equipment request form in the 2nd column** note any omissions from the kits or any concerns about the equipment condition. Put the **completed request form in the "equipment" out folder**. Bring the kit check forms back with you when you return your equipment.

Summary:

Fill out **equipment request form**, check requested equipment.

When Taking Out equipment – note any errors or omissions to packages on **Equipment Request form**

Fill out **Kit check** lists (i.e.: PD150, Audio equipment form)

Take **Kit check** lists with you

Put **Request Form** in *Currently Out Envelope*

Upon return – bring the **kit check form** with you, take equipment request form out of "currently out" folder, fill in total number of days and payment method – if you need a receipt it will be e-mailed (or mailed) upon request – Volbuck receipts will not be snail mailed.