HOFSTRA UNIVERSITY
LHSC
The Lawrence Herbert School of Communication

AUDIO Equipment Request

AUDIO

Assigned kit No

CONTACT INFORMATION

LAST NAME: .....

FIRST NAME: .....

TELEPHONE: .....

EMAIL ADDRESS: .....

CLASS: ..... PROFESSOR: .....

CHECK-OUT

Date out: ..... Time out: : ○AM ○PM

Day of week S M T W R F S

CHECK-IN

Date in: ..... Time in: : ○AM ○PM

Day of week S M T W R F S

EQUIPMENT REQUESTED

- ☐ Marantz Recorder
- ☐ Zoom Recorder
  - ☐ K-Tek Zoom Pole
- ☐ Sound Kit
- ☐ RTVF 144 Audio Kit
- ☐ Rm 202 Audio Kit
- ☐ Rm 141 Mic Kit*
- ☐ Rm 141 Cable Kit*

*Professor's Permission Required

☐ EXTENSION Approved by: .....

Date in: ..... Time in: .....

Ⓢ Ⓜ Ⓣ Ⓦ Ⓡ Ⓕ Ⓢ ○ AM ○ PM

Approved / Prepared	Check Out / Check In

☐ Marantz Audio Recorder Kit No.....

OUT IN
- ○○ PMD-660 Recorder
- ○○ RE-50 Microphone
- ○○ A/C Power Supply
- ○○ Power Supply Cable
- ○○ XLR Cable
- ○○ USB Cable
- ○○ Flash Card
- ○○ Headphones
- ○○ Strap

☐ RTVF 144 Audio Kit

OUT IN
- ○○ Shure FP33 Mixer w/bag & strap
- ○○ Lav Mic w/clip & pop screen in bag
- ○○ AT897 Shotgun Mic w/windscreen
- ○○ Boom Pole w/Shock Mount & Clip
- ○○ UHF UM1 Receivers (2)
- ○○ UHF UM1 Transmitters (2)
- ○○ AC Adapter
- ○○ XLR Combo Cable w/1/4" adapter
- ○○ XLR-Mini XLR Cables (2)
- ○○ Boom Mic Adapter

☐ Room 141 Microphone Kit (Permission Req.)

OUT IN
- ○○ AT2035 Cardioid Mic
- ○○ Shure SM7B Mics w/windscreens (2)
- ○○ Beyerdynamic Handheld Mic w/bag
- ○○ Shock Mount w/bag
- ○○ AKG C214 Microphone w/hard case
- ○○ AKG C214 Windscreen
- ○○ AKG C214 Shock Mount
- ○○ Additional Windscreens (3) & Adapters (3)

☐ Rm 141 Cable Kit

OUT IN
- ○○ XLR Cables (6)
- ○○ 1/4" Cables (6)

☐ Zoom Recorder Kit No .....

OUT IN
- ○○ ZOOM Recorder w/neck strap
- ○○ Travel Case (clear)
- ○○ RE-50 Microphone
- ○○ A/C Power Supply
- ○○ Pistol Grip
- ○○ XLR Cable
- ○○ SD Card
- ○○ SD Card Reader
- ○○ USB Mini Cable
- ○○ Headphones
- ○○ 2 Windscreens (RE-50 & Zoom)

☐ ○○ K-Tek Zoom Pole (w/gold adapter) No.....

☐ Sound Kit Kit No.....

OUT IN
- ○○ Shotgun Mic
- ○○ Windscreen
- ○○ Softie
- ○○ Softie Brush
- ○○ Boom Pole w/Shock Mount
- ○○ Pistol Grip w/Shock Mount
- ○○ 2 XLR Cables (1 combo)
- ○○ Headphones

☐ Room 202 Audio Kit

OUT IN
- ○○ Sennheiser MKH 416 Microphones (3)
- ○○ Mic Clips (4): 3 with mics + 1 extra
- ○○ Windscreens (3)
- ○○ Headphones w/bag (2)
- ○○ XLR Cables (3)
- ○○ 1/4" Cable (1)
- ○○ 1/4" to 1/8" adapters (2)
- ○○ Pop Filters (2)

I, the above named individual, hereby affirm with my signature that I have received all the equipment marked out, and understand that I shall be bound by all the rules and regulations of the Equipment Room, Lawrence Herbert School of Communication and Hofstra University.

X _____

PRINT FORM

Download/Save this form to your computer, complete and Email your completed request form to: ER@hofstra.edu