HOFSTRA UNIVERSITY
THE LAWRENCE HERBERT SCHOOL OF COMMUNICATION

# R7/DSLR

Assigned kit Nº

## Canon R7/DSLR Equipment Request

### 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

- ☐ Journalism Camera
  Prefer: ☐ R7 ☐ 70D
- ☐ Film R7 Camera (RTVF 27)
- ☐ TV DSLR Camera
  Prefer: ☐ 90D ☐ 80D
- ☐ Axler Camera Slider (JRNL)
- ☐ Slider Dolly Kit (RTVF 84)
- ☐ Tripod
- ☐ Sigma Zoom Lens (JRNL)
- ☐ Canon Zoom Lens (RTVF)
- ☐ Intervalometer
- ☐ Handheld Mic
- ☐ Sony Lav Mic

☐ EXTENSION Approved by: .....

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

S M T W R F S ○ AM ○ PM

| | |
|---|---|
| Approved | Check Out |
| Prepared | Check In |

### ☐ Journalism R7/DSLR Kit Kit Nº.....

OUT IN
- ○○ Canon (R7/70D) Camera w/Strap
- ○○ Rubber Eye Cup & Body Cap
- ○○ Canon R7 Lens Mount Adapter (R7 ONLY)
- ○○ Battery Grip (70D ONLY)
- ○○ ____-____mm Zoom Lens
- ○○ Front and Rear cap
- ○○ UV/Haze Filter
- ○○ Canon LP-E6 Batteries (2) #___#___
- ○○ Canon Battery Charger
- ○○ XLR-Mini Audio Cable
- ○○ Sennheiser MKE400 Camera Mic
- ○○ Windscreen
- ○○ Tripod Nº.....
- ○○ Base Plate w/screw (on tripod)

### ☐ Axler Camera Slider (JRNL) Nº.....

OUT IN
- ○○ Axler 30" Camera Slider
- ○○ Base Plate w/screw
- ○○ 3mm Allen Key

### ☐ Film R7 Camera Kit Kit Nº.....

OUT IN
- ○○ Canon R7 Camera
- ○○ Rubber Eye Cup & Body Cap
- ○○ Canon R7 Lens Mount Adapter
- ○○ 20mm Lens
- ○○ Front and Rear caps
- ○○ UV/Haze Filter
- ○○ 35mm Lens
- ○○ Front and Rear caps
- ○○ UV/Haze Filter
- ○○ 100mm Lens
- ○○ Front and Rear caps
- ○○ UV/Haze Filter
- ○○ Canon LP-E6 Batteries (2) #___#___
- ○○ Canon Battery Charger
- ○○ Sekonic L-308S Light Meter
- ○○ Case and Strap
- ○○ Tripod Nº.....
- ○○ Base Plate w/screw (on tripod)

### ☐ Additional Zoom Lens Nº.....

OUT IN
- ○○ 70-300mm Zoom Lens
- ○○ Front and Rear caps
- ○○ UV/Haze Filter
- ○○ Lens Hood (Sigma lens only)

### ☐ TV DSLR Camera Kit Kit Nº.....

OUT IN
- ○○ Canon 90D/80D Camera
- ○○ Rubber Eye Cup & Body Cap
- ○○ 50mm Lens
- ○○ Front and Rear caps
- ○○ UV/Haze Filter
- ○○ 17-55mm Zoom Lens
- ○○ Front and Rear caps
- ○○ UV/Haze Filter
- ○○ Canon LP-E6 Batteries (2) #___#___
- ○○ Canon Battery Charger
- ○○ Beachtek Audio Adaptor Base
- ○○ Mini Adaptor to Camera Cable
- ○○ 1/4-Mini Mic Adaptor
- ○○ Audio-Technica ATR3350 Lav Mic
- ○○ Windscreen
- ○○ Mic Clip
- ○○ XLR-Mini Mic Adaptor
- ○○ Tripod Nº.....
- ○○ Base Plate w/screw (on tripod)

### ☐ Slider Dolly Kit (RTVF) Kit Nº.....

OUT IN
- ○○ Cinevate or Varavon S900 Slider
- ○○ Base Plate (bottom of slider)
- ○○ MVH502AH Tripod Head w/Arm
- ○○ Base Plate with screw (on tripod head)
- ○○ Konova Tripod Stability Arm
- ○○ Tripod Legs
- ○○ Quick Release Adapter (top of legs)
- ○○ Half Ball Leveler

OUT IN
- ☐ ○○ Intervalometer Nº.....
- ☐ ○○ Handheld Mic Nº.....
- ☐ ○○ Sony Lav Mic (D1-D3) Nº.....

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