Request for Mobile Production Van

Part A must be submitted no less than 14 days in advance.
Part B must be completed no less than 7 days in advance.

Message to our members: In order to maximize the availability of our mobile production van and in an effort to make its use a satisfying and productive experience for you, significant changes have been made to our procedures. Please read and adhere to all of the information on this form to avoid disappointment. As always, use of the van is subject to staff availability, which is limited. Staff members are facilitators and troubleshooters and are not part of the working crew.

Instructions: Complete and submit Part A at time of initial request. Part B with all requested information must be submitted no less than seven days in advance of your requested date. Community Access Television reserves the right to cancel your truck reservation if all information is not completed seven days in advance.

Limitations: The van may be reserved for a maximum of five (5) hours, including setup and teardown, and with an end time no later than 11:00 p.m., unless there is prior written approval from the Executive Director.

Crew: You must have a minimum crew of three Level II and two Level I members or two Level II and three Level I members. At setup, you must have at least three Level II or two Level II and two Level I members to set up. By one hour prior to the event, all crew members must be present. Assigned staff is instructed to cancel the shoot if the minimum crew is not present for setup. At least three crew members must be present for tear down.

Part A

Today’s date _______________________

Name ___________________________ Organization __________________________

Daytime phone ______________________________ Evening phone _______________________

Day and date for which you are requesting the truck:

Day __________________ Date __________

Event name __________________________ Location __________________________

Setup time (two hours prior to event time): ________________________________

Event time: ________________________________

Teardown completed by: ________________________________

Please carefully read the following statement before signing:

In consideration of permission to use the CAT mobile production van, I certify that it will be used in the production of a program for Community Access Television and in compliance with the Rules of Operation approved by CECTAC on September 10, 1997. I agree to return the equipment on the agreed-upon date and to be responsible for any damage or loss of the equipment arising out of my negligence. I understand that my reservation will be cancelled if I am unable to obtain an adequate crew or if the minimum number of crew members are not present for setup and the actual shoot.

Signature ________________________ Date ______________________

Office use only

Scheduled by: __________________________ Staff member assigned: __________________________

Reservation denied or cancelled by: __________________________ Reason: __________________________

Date picked up: __________________________ Checked out by: __________________________

Date returned: __________________________ Checked in by: __________________________
Request for Mobile Production Van
Part B

A current member telephone list is available from any staff member. Please complete the following information.

Today’s date _____________________
Name ____________________________ Organization ____________________________
Daytime phone __________________________ Evening phone __________________________

Day and date for which you are requesting the truck: ____________________________
Event name __________________________ Day __________________________ Date __________________________

| Crew: Minimum of three Level II and two Level I or two Level II and three Level I |
|---------------------------------|---------------------------------|
| Name   | Level |
| 1      |       |
| 2      |       |
| 3      |       |
| 4      |       |
| 5      |       |
| 6      |       |
| 7      |       |
| 8      |       |
| 9      |       |
| 10     |       |

I plan to use the (circle one) DVD MiniDV  DVCPro  VHS  tape format and will provide enough tapes for the expected length of the program.

I understand that my reservation will be cancelled if I am unable to obtain an adequate crew or if the minimum number of crew members are not present for setup and the actual shoot.

Signature __________________________________ Date ____________________________