

APPLICATION FOR OUT OF SEMESTER ACCESS TO FACULTY MEDIA CENTRE EQUIPMENT AND FACILITIES

Applications must be lodged with the Media Centre Manager, James Hurley.

The application must be complete and signed by your supervisor.

It is very important that you include all of your requirements. Approvals granted are not transferable to other equipment or dates. You must outline the equipment user's training/proficiency with the equipment requested.

All users and approved projects will be required to abide by the Faculty Equipment Store borrowing conditions.

Some periods will not be available for bookings to allow for building works, equipment maintenance and staff leave.

You will be notified of the outcome by UTS email.

Any request to modify this application must be directed to the Media Centre Manager well ahead of time.

In all cases approval will be given subject to existing demands on equipment and facilities.

Incomplete applications will not be considered.

COMPLETE ALL SECTIONS:

1.

NAME		STUDENT NO.	
PHONE		UTS EMAIL	
COURSE NAME		SEMESTERS COMPLETED	
SUBJECT ENROLMENT FOR 2008			

2.

PROJECT TYPE Film / Video / Multimedia / Sound / Other			
MEDIUM		LENGTH	
YOUR ROLE(S) ON THE PROJECT			
PROJECT DESCRIPTION			
.....			

3.

ATTACH THE FOLLOWING DOCUMENTATION:

Production schedule	Attached	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/> (If 'no', please explain)
Post production schedule	Attached	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>
Location agreements	Attached	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>
Crew list (State whether UTS students or not and outline their relevant experience)	Attached	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>
Budget (Include details of any funding received for the project)	Attached	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>

4.

WHAT EQUIPMENT AND FACILITIES ARE YOU REQUESTING?

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

EQUIPMENT	DATES REQUESTED	USER	USER'S TRAINING / PROFICIENCY (Faculty workshop or other)
328 FCP & AE			
339a Finishing Room			
Amazon Edit Suite			
Audio - Boom Poles			
Audio - Digital Recorders PMD660			
Audio - Digital Recorders PMD670			
Audio - Field Mixers			
Audio - Kits for BL, and Nagras			
Audio - Pro DAT Recorders			
Digital Edit Rooms Level 1			
Film Cameras - Arri BL			
Film Cameras - Arri ST			
Film Cameras - Bolex			
Film Cameras - SR1 & 2			
Film Cameras - Super 8 & Accessories			
Film Edit Room 3.125			
Film Editing Accessories - 16mm			
Film Rooms			
Grip - DV HandiCam & Body Pod			
Grip - Digi Dolly			
Grip - Dolly			
EQUIPMENT	DATES REQUESTED	USER	USER'S TRAINING / PROFICIENCY (Faculty workshop or other)

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Grip - Low Legs, Hi-Hat			
Grip - Pipe Dolly			
Level 3 Avids			
Lighting - Reflectors			
Lighting 1			
Lighting 2			
Lightmeters & Accessories			
Lightmeters - Postgrad			
Microphones - Radio Mics			
Microphones – Restricted - Keys			
Microphones - Specialist			
Microphones - Stereo			
Microphones - Studio - Keys & Accessories			
Microphones - for DV Cameras, & Adapters			
Monitors			
Oxberry Film 1 Room 3.122			
Oxberry Film 2 Room 3.123			
Sound Edit Suites			
Stills Cameras - 35mm Film			
Stills Cameras - Digital 1			
Stills Cameras - Digital 2			
Stills Cameras - Digital for Print Journo			
Studio Control Rooms			
EQUIPMENT	DATES REQUESTED	USER	USER'S TRAINING / PROFICIENCY (Faculty workshop or other)

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

TV Studio			
Tripods - For Video Cameras			
Tripods - Miller 10 & 20 - Postgrad			
Tripods - Miller 20 & 50			
Underwater Housing for DV Cameras			
Video Cameras 1			
Video Cameras 2			
Video Cameras 3			
Video Cameras 4			
Viewing/Logging/Dubbing			

5.

STUDENT STATEMENT

I have read the conditions of this application and confirm that every item requested is essential for the completion of the project.

Student Signature Date.....

6.

SUPERVISOR'S STATEMENT

I support this application and confirm that every item requested is essential for the completion of the project.

Name of Supervisor

Signature of Supervisor Date.....

OFFICE USE ONLY

Request is: Approved

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Not approved

Reasons for non-approval of request:

- The application is not complete and all documentation was not provided.
- Student not enrolled in an eligible subject.
- The equipment or facility is unavailable.
- No longer a student therefore not covered by UTS insurance.
- The operators are not proficient.
- The project is considered too large / ill considered.
- The project does not fit within the Faculty's priorities for support during 2007/2008.
- Other:

.....
.....

Name of Assesor

Signature of Assessor Date.....