

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: _____

Day _____ Date _____

Event name _____ Location _____

Crew: Minimum of three Level II and two Level I <u>or</u> 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) 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 _____