

**TFM 122 / 260 / 560**  
Location Equipment Assignment Form

This form is intended as an estimate of what equipment each group will need and how long they will need it. Each group must designate one member who will be primarily responsible for checking out and returning equipment. **Important: Each of the group members share equal responsibility for loss, theft, or damage to equipment.** Please print or type the following information.

1. Project Title \_\_\_\_\_

2. Designated Checkout Person \_\_\_\_\_

3. Other Group Members \_\_\_\_\_

4. Equipment Needed (include number of days) \_\_\_\_\_

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By signing below, I acknowledge that I share equal responsibility for loss, theft, or damage of equipment with the rest of my group.

5. Students' Signatures \_\_\_\_\_

\_\_\_\_\_

6. Instructor's Signature \_\_\_\_\_

This form is to be used for film production classes 122, 260, and 560. Equipment will not be issued until a signed form is on file in check-out.