



Miami Valley Communications Council

Technology for local governments

1195 East Alex-Bell Road, Centerville, OH 45459

(937) 438-8887

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www.MVCC.net

Program Proposal

Today's Date: _____

Producer Name: _____

Resident

Nonresident

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Production Title: _____

Production Description: _____

Single Show

Series Show

Studio Show : Yes No - Location of Taping City/County _____

School Production: No Yes - Name of School: _____

Estimated Date of Completion: _____

Equipment and Date Needed: See Reverse Side

It is the producer(s) responsibility to ensure all copyright clearance, talent, and facilities releases are obtained before the program will be cablecast.

I am thoroughly familiar with the contents of the program to be taped, and state:

A. No advertising, obscene, slanderous, indecent material, lottery or lottery information will be cablecast.

B. This program is for cablecast on our channel and not being produced for commercial purposes.

Signature: _____

For office use only

Received by: _____ Date: _____

Equipment Reservation

Date to be checked out: _____ Staff Sign Out: _____ Date: _____

Date to be returned: _____ Staff Sign In: _____ Date: _____

I have examined the equipment and agree that it is in operating condition.
 I assume all responsibility for damage that occurs to the equipment which is outlined in the MVCC Access Policies. I agree to take proper care of the equipment and return it to the access center on the date indicated.

Signature of Borrower: _____

Signature of Parent of Guardian (If borrower is under 18): _____

	Camera Pack	(Office Use) Inventory #	rtn
qty	Sony HXR-NX70U EMC-XM1 (shotgun) mic AC adapter and power cord Headphones USB Cable		
	Sony HXR-NX5U EMC-XM1 (shotgun) mic AC adapter and power cord Battery		
	GoPro 4 Silver Micro SD card Mount with two screws USB cord/ Charger		
	GoPro Gimble (Silver)		
	GoPro 4 Black Micro SD card Mount with two screws USB cord/ Charger		

	Accessories	(Office Use) Inventory #	rtn
	Tripod Manfrotto		
	Tripod Manfrotto		
	Tripod Manfrotto		
	SD Card		
	SD Card		
	SD Card		
	Wireless Mic		
	Handheld Mic		
	Shotgun Mic		
	Mic Stand		
	XLR / Audio Cable		
	XLR / Audio Cable		
	Miniburst LED Light		
	Miniburst LED Light		
	Light Stand		
	Traditional Rifa Light Kit		

	Additional Equipment	(Office Use) Inventory #	rtn

Equipment not returned:

Description: _____

Staff Sign: _____

Borrower signature: _____