



JRNL / PR / VR

Assigned kit NO

Journalism/PR/VR Equipment Request

CONTACT INFORMATION

LAST NAME:

FIRST NAME:

TELEPHONE:

EMAIL ADDRESS:

CLASS: PROFESSOR:

CHECK-OUT

Date out: Time out: : ☐ AM ☐ PM

Day of week S M T W R F S

CHECK-IN

Date in: Time in: : ☐ AM ☐ PM

Day of week S M T W R F S

EQUIPMENT REQUESTED

JRNL/PR ONLY:

- ☐ Mobile Gimbal ☐ Phone Tripod
☐ Osmo Pocket Camera ☐ Selfie Stick Tripod
☐ Bluetooth Phone Lav Mic ☐ WebCam
☐ Wired Phone Lav Mic ☐ Axler Camera Slider (JRNL only)
☐ Add USB-C Adapter ☐ Monopod
☐ Add Lightning Adapter ☐ Samsung Gear 360 Kit (VR only)
☐ Phone Lens Clip ☐ Oculus Go Kit (VR only)
☐ Quest 2 Kit (VR only)

OFFICE USE ONLY

☐ EXTENSION Approved by:

Date in: Time in: ☐ AM ☐ PM

S M T W R F S

Approved
Prepared

Check Out
Check In

☐ Mobile Gimbal (JRNL/PR) NO.....

- ☐ OUT ☐ IN
☐ Osmo Mobile SE Smartphone Gimbal
☐ Magnetic Phone Clamp
☐ Grip Tripod
☐ USB-C to USB-A cable
☐ Instruction Card

☐ Osmo Pocket Camera (JRNL) NO.....

- ☐ OUT ☐ IN
☐ Osmo Pocket Gimbal w/sliding cover
☐ USB-C adapter
☐ Lightning Smartphone adapter
☐ Charging cable
☐ 64GB SD card (Osmo 1 & 2 only)
☐ 128GB SD card (Osmo 3 & 4 only)

☐ Bluetooth Phone Lav Mic (JRNL/PR) NO.....

- ☐ OUT ☐ IN
☐ MoveMic Wireless Bluetooth Mic
☐ Windscreen w/clip
☐ Black case w/inserts for mics
☐ USB-C cable
☐ Instruction Card
☐ Velvet Pouch

☐ Wired Phone Lav Mic (JRNL) NO.....

- ☐ OUT ☐ IN
☐ Lav Mic (wired)
☐ Mic Clip & LR44 battery
☐ Windscreen
 OPTIONAL ADD-ON:
☐ USB-C Adapter
☐ Lightning Adapter

☐ Phone Lens Clip (JRNL) NO.....

- ☐ OUT ☐ IN
☐ Olloclip Clip
☐ Removable Lens
☐ Lens Cap
☐ Rubber Shoe

☐ Phone Tripod (JRNL) NO.....

- ☐ OUT ☐ IN
☐ Phone Tripod w/bag (CELL1-CELL9)
☐ Phone Clip Mount

☐ Selfie Stick Tripod (JRNL) NO.....

- ☐ OUT ☐ IN
☐ Selfie Stick Tripod (SS1-SS2)

☐ WebCam NO.....

- ☐ OUT ☐ IN
☐ WebCam w/USB connector
☐ Velvet Pouch

☐ Axler Camera Slider (JRNL) NO.....

- ☐ OUT ☐ IN
☐ Axler 30" Camera Slider
☐ Base Plate w/screw
☐ 3mm Allen Key

☐ Samsung Gear 360 Kit NO.....

- ☐ OUT ☐ IN
☐ Samsung Gear 360 Camera
☐ 64GB Micro SD Card
☐ USB Cable

☐ Monopod (for Samsung) NO.....

- ☐ OUT ☐ IN
☐ Sirui P-204S Monopod
☐ Base Plate
☐ Base Plate Screw
☐ Monopod Strap
☐ Monopod Case

☐ Oculus Go Kit NO.....

- ☐ OUT ☐ IN
☐ Oculus Go VR Headset
☐ Hand Controller w/Strap
☐ Power Adapter
☐ Micro USB Cable
☐ Eyeglass Spacer

☐ Quest 2 Kit NO.....

- ☐ OUT ☐ IN
☐ Quest 2 VR Headset
☐ 2 Hand Controllers w/straps
☐ Silicone Face Protector
☐ USB-C Cable
☐ AC Adapter

I, the above named individual, hereby affirm with my signature that I have received all the equipment marked out, and understand that I shall be bound by all the rules and regulations of the Equipment Room, Lawrence Herbert School of Communication and Hofstra University.

X