HOFSTRA UNIVERSITY
THE LAWRENCE HERBERT SCHOOL OF COMMUNICATION

LIGHTING

Assigned kit NO

Lighting 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

- ☐ Lowel 3-Light Kit
- ☐ Arri 3-Light Kit (#4-11)
- ☐ Ikan LED 2-Light Kit
- ☐ Rifa 2-Light Kit
- ☐ Gel Kit
- ☐ Lowel 1-Light Kit
- ☐ Arri 4-Light Kit (#1-3)
- ☐ Kino 3-Light Kit
- ☐ Bolt LED 1-Light Kit
- ☐ Pizza Box (Reflector)

☐ EXTENSION Approved by: .....

Date in: ..... Time in: .....

S M T W R F S ○ AM ○ PM

Approved / Prepared | Check Out / Check In

☐ Lowel 3-Light or 1-Light Kit Kit NO .....

OUT IN
- ○○ Lowel Omni ____ (2)
- ○○ Screens ____ (2)
- ○○ Barn Doors ____ (2)
- ○○ Lowel Tota ____ (1)
- ○○ Screens ____ (1)
- ○○ Barn Doors ____ (2)
- ○○ Umbrella
- ○○ Power Cables (3)
- ○○ Stands (3)
- ○○ Gloves (1 pair)
- ○○ Lamp pack
- ○○ Gel frame

☐ Ikan LED 2-Light Kit Kit NO .....

OUT IN
- ○○ Ikan LED Light A
- ○○ Barndoors A (4)
- ○○ Ikan LED Light B
- ○○ Barndoors B (4)
- ○○ Power Cable 1 (2pc)
- ○○ Power Cable 2 (2pc)
- ○○ Light Stands (2)
- ○○ Core Nano Pro-X batteries (2) #_____ #_____ *(optional)*

☐ Kino 3-Light Kit Kit NO .....

OUT IN
- ○○ Kino Divas (2)
- ○○ Attached Mounts (2)
- ○○ Kino Light Stand A
- ○○ Kino Light Stand B
- ○○ Spare Kino Lamps (6)
- ○○ Arri 650 Barndoors
- ○○ Arri Light Stand C
- ○○ Diffusion (2)
- ○○ Gloves (1 pair)

☐ Rifa 2-Light Kit Kit NO .....

OUT IN
- ○○ Lowel Rifa Light (1)
- ○○ Diffuser Screen
- ○○ Lowel Pro Light (1)
- ○○ Power Cables (2)
- ○○ Spare Lamps (2)
- ○○ Stands (2)
- ○○ Gel frame
- ○○ Gel Kit
- ○○ Gloves (1 pair)
- ○○ Reflector

☐ Bolt LED 1-Light Kit Kit NO .....

OUT IN
- ○○ Bolt LED Light
- ○○ Diffusion Screen
- ○○ AC Adaptor
- ○○ Battery Charger
- ○○ Battery
- ○○ Stand

☐ Arri 3-Light or 4-Light Kit Kit NO .....

OUT IN
- ○○ Arri 300 ____ (qty.)
- ○○ Barndoors ____ (qty.)
- ○○ Arri 650 ____ (qty.)
- ○○ Barndoors ____ (qty.)
- ○○ Arri Miniflood ____ (qty)
- ○○ Barndoors ____ (qty.)
- ○○ Stands ____ (qty.)
- ○○ Scrims ____ (qty.)
- ○○ Gloves (1 pair)
- ○○ Gel Frames ____ (qty.) *(optional)*

☐ Gel Kit Kit NO .....

OUT IN
- ○○ 15 Gels
- ○○ 12 C-47 clips

☐ Grip Equipment

OUT IN
- ○○ Pizza box ____ (qty.)
- ○○ 25 ft. extension cord ____ (qty.)
- ○○ CTO gel ____ (qty.)
- ○○ CTB gel ____ (qty.)
- ○○ Color effect gels ____ (qty.)
- ○○ Diffusion material ____ (qty.)
- ○○ C-47 clips ____ (qty.)
- ○○ Scrims ____ (qty.)

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 _____

PRINT FORM

Download/Save this form to your computer, complete and Email your completed request form to: ER@hofstra.edu