



Tredyffrin Township Public Access TV  
1100 DuPortail Road Berwyn, PA 19312  
610-408-3633 FAX 610-993-9186

## Facilities/Equipment Request Form

Today's Date: \_\_\_\_\_ Current Time: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

If a Remote Production, Location: \_\_\_\_\_

Show and/or Segment Topic: \_\_\_\_\_

Name of Series: \_\_\_\_\_

Lead Certified Producer Making This Request: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Check Equipment or Facility Needed:

\_\_\_\_ Studio Production                      \_\_\_\_ Linear Edit Bay                      \_\_\_\_ NLE Edit Bay

\_\_\_\_ 1-Camera Remote                      \_\_\_\_ 2-Camera Remote                      \_\_\_\_ Full Remote Studio

\_\_\_\_ Go Light Kit                              \_\_\_\_ Boom Mike                              \_\_\_\_ Monitor(s)

- Please check the Production Schedule by clicking here \_\_\_\_\_ before submitting this request.
- Scheduling is not confirmed until the Public Access Coordinator responds by phone or e-mail.