COLUMBIA COLLEGE HOLLYWOOD

EQUIPMENT RESERVATION REQUEST FORM

==**Requests for TEN OR MORE items require at least FIVE BUSINESS DAYS to process.**==

==**Requests for FEWER THAN TEN items require TWO BUSINESS DAYS to process.**==
==**We do not accept same-day or next-day equipment requests.**==

Equipment pick-up begins at 10am and **all equipment must be returned by one hour prior to closing** (class equipment orders are exempt). Equipment may be checked out for up to five days unless otherwise noted on the Class Equipment List (available upon request at the Equipment Center).

We process **all** equipment requests on a **first-come, first-serve** basis. An equipment reservation confirmation will be sent to the Student's CCH e-mail address after the order has been processed. This document will detail what has been reserved and make note of any unavailable items, if applicable. **It is the Student's responsibility to review this confirmation.**

Equipment is only available for CCH-sponsored class projects. Some classes have restrictions on the equipment they are allowed to check out (please refer to the Class Equipment List).

ALL off-campus productions require an insurance certificate AND a film permit for all filming locations. On-campus productions require a CCH Facility Permit. CCH equipment will not be released to Students who do not have the correct paperwork on file with the Production Department.

*= Required

* Today's Date: _____ * Class: _____

> *Pick Up Date: _____*Time: _____* Return Date: _____* Time: _____
> *(Starts at 10am for shoots outside of class period)*   *(Must be at least 1 hour before close)*

*Student: _____*Phone #: _____

*CCH Email: _____
(Student must be present during equipment pick up. This person is responsible for the equipment; if an item is broken, you are responsible to replace it, or pay for a replacement item.)

*Director of Photography: _____ *Phone#: _____
(Necessary for cameras requiring certification. If using an outside "non-student" Director of Photography, a CCH student must be listed as the Assistant Camera/Operator)

Fisher Dolly / Glidecam / Jib Arm / Ronin Operator: _____
(Must be someone other than the person listed as Student)

*Title / Production Number: _____
(Required for all Production Workshop projects including camera tests and casting)

*Supervising Instructor Approval:
(Print)_____ (Signature) _____ DATE: _____
(Required for ALL productions. Equipment requests do not count as submitted and will not be time-stamped until approval is received, either by signature, or through e-mail to the Equipment Center Manager.)

PRODUCTION PACKAGES

☐ **STANDARD PRODUCTION PACKAGE**

This is a basic production package that includes camera, lights, grip essentials, and sound equipment for recording audio directly into camera. If you are unsure what equipment you should request for your production, this is a good place to start.

Includes:
- Camera (select below)
- Tripod (based on camera choice)
- HD Field Monitor w/ video cables (BNC or HDMI)
- (2) Baby 1K Fresnel w/ stands
- Arri Light Kit
- (4) C-Stands
- Set of 18x24″ or 24x36″ flags / nets (circle desired size)
- Shotgun Microphone w/ shock mount
- Boompole
- XLR Cable
- Headphones
- (10) Sandbags
- (6) 25′ Edison Stingers
- Apple Box Set (Full / Half / Quarter / Pancake)
- Crate of Gels
- Grip / Camera Tape
- Slate w/ marker

If any of the above is not needed for your production, please cross it out.

Select a Camera:

TIER 1	TIER 2	TIER 3
☐ Canon XC15 (standard)	☐ Canon C200*	☐ Red Epic-W*
☐ Sony PMW-200	☐ Canon C300*	☐ Arri Alexa*
☐ Canon 7D		

* = certification required

Please note that some classes restrict access to a specific camera tier. Consult the Class Equipment List for more information.

CLASS PACKAGES

Some production classes have additional items as part of the standard equipment package or allow for additions beyond the standard package. Please consult the Class Equipment List, available at the Equipment Center, for a full list.

If you would like to reserve the standard package for a specific class, **please check the box and write the class name below** :

☐ _____

DIGITAL CINEMA CAMERA PACKAGES

☐   **RED EPIC-W CAMERA PACKAGE**   *Requires Certification*

Includes: *RED EPIC-W Camera Body; RED LCD Touchscreen Monitor; RED BOMB EVF; RED Brick Batteries (3); Battery Charger; Matte Box; Follow Focus / Whip / Speed Crank; (2) 128GB RED Mini Mag; Mini Mag Reader; Zeiss CP2 Prime Lens Set (select one below)*

Zeiss CP.2 Prime Lens Kit:

         ☐ 18mm / 21mm / 25mm / 28mm / 50mm / 85mm

         ☐ 18mm / 25mm / 35mm / 50mm

Optional Accessories (Availability Limited):

         ☐ RED Pro 18-85mm T2.9 Zoom Lens w/ Support

         ☐ RED Pro 18mm T1.8 Prime Lens

         ☐ RED Shoulder Mount

☐   **ARRI ALEXA CAMERA PACKAGE**   *Requires Certification*

PLEASE NOTE: This camera package is only available for one month out of the quarter. Dates will be listed at the equipment center. **We do not accept reservation requests for the Alexa until the dates have been posted.**

Includes: *Arri Alexa Camera Body; Zeiss CP.2 Prime Lens Set (18mm / 21mm / 28mm / 50mm / 85mm); 32GB SxS Memory Cards (5); Batteries (4); Arri MB-19 Matte Box; Arri Follow Focus Package; O'Connor 25/75 Mitchell Fluid Head Package (w/ Ronford Mitchell Tripod, Baby Legs, and High Hat); TVLogic 5.6" On-board Monitor Package; 19mm Rods*

☐   **CANON C200 4K CAMERA PACKAGE**   *Requires Certification*

Includes: *Canon C200 Camera Body (EF-Mount); Wooden Camera Unified Baseplate; Tilta 4x5.65 Matte Box; Tilta Follow Focus Kit; (2) V-Mount Batteries w/ Dual Charger; (2) 128GB SDXC Memory Card; (2) 128GB CFast Memory Cards; 15mm Rods; EF Prime Lens Set (24mm f/1.4L / 50mm f/1.2L / 85mm f/1.4L)*

☐   **CANON C300 RECOIL PACKAGE**   *Requires Certification*

Includes: *Canon C300; 128GB Compact Flash Cards (2) ; BP-955 Batteries (3); Zacuto Recoil Kit; Follow Focus; Canon EF 16-35mm f/2.8 Zoom Lens; Canon EF 24-105mm f/4 Zoom Lens*

☐   **BLACKMAGIC URSA MINI 4K (VFX ONLY)**   *Requires Certification*

Includes: *Blackmagic URSA Mini 4K Camera Body (EF-Mount); Matte Box; Follow Focus; (2) V-Mount Batteries w/ Dual Charger; (2) 128GB CFast 2.0 Memory Cards; 15mm Rods; EF Prime Lens Set (24mm f/1.4L / 50mm f/1.2L / 85mm f/1.4L)*

PL-MOUNT PRIME LENS KIT

This **PL-Mount** lens set is compatible with our Red and Alexa packages. It is **NOT** compatible with the Canon C200 or C300.

[ ] **XENON FF PRIME LENS PACKAGE**

Includes: Schneider Xenon FF T2.1 PL-Mount Prime Lens Set (18mm / 25mm / 35mm / 50mm / 75mm / 100mm)

EF-MOUNT CANON PRIME LENSES

These **EF-Mount** lenses are compatible with any of our Canon cameras. They are **NOT** compatible with the Red or Alexa cameras.

[ ] CANON EF **14mm f/2.8L** II USM Lens

[ ] CANON EF **24mm f/1.4L** II USM Lens

[ ] CANON EF **35mm f/1.4L** II USM Lens

[ ] CANON EF **50mm f/1.2L** USM Lens

[ ] CANON EF **85mm f/1.2L** II USM Lens

[ ] CANON EF **135mm f/2L** USM Lens

DIGITAL VIDEO CAMERAS

[ ] **CANON XC15 4K UHD CAMCORDER**

Includes: XC15 4K UHD Camcorder (built-in 10x wide-angle optical zoom); Viewfinder; Microphone Adapter; (2) Canon LP-E6N Battery Packs; LP-E6 Charger; AC Adapter; (1) 64GB SDXC UHS-I Memory Card (stores approx. 4 hours)

PLEASE NOTE: Shooting in 4K with the XC15 requires a CFast Card, which is not provided in this package. If you wish to shoot in 4K using this camera, you must provide your own memory card.

[ ] **SONY PMW-200 XDCAM STUDIO KIT**

Includes: Sony Camera Body; 14x Zoom Lens; Sony Camera Batteries (2); Matte Box; Follow Focus; Battery Charger; 32 GB SxS Memory Cards (2)

[ ] **CANON 7D Mk II DSLR CAMERA PACKAGE (VFX ONLY)**

Includes: 7D Mark II Camera Body; 18-135mm IS USM Lens; (2) 32GB Compact Flash Memory Cards; (2) Canon LP-E6N Batteries

[ ] **CANON 7D DSLR CAMERA PACKAGE**

Includes: 7D Camera Body; 18-135mm Zoom Lens; 2 batteries; Battery charger; 32GB CF card; Redrockmicro Matte box/Follow Focus combo

DIGITAL STILL CAMERAS

Qty.		Qty.	
	Canon Rebel XS DSLR Kit		Fisheye / Zoom Lens Set
	Canon Rebel T5 DSLR Kit		*Canon EF 15mm / 55-200mm Lenses*

PRODUCTION

Qty.		Qty.	
	17" Panasonic HD Monitor		Fog Machine **(Sound Stage Use ONLY)**
	12" Ikan HD Monitor		Director's Chair (Tall <u>or</u> Short)
	Onboard Monitor		Fire Extinguisher
	SmallHD / TVLogic / Marshall		First Aid Kit
	Includes: Noga Arm; Short BNC or HDMI		Speakers
	Yamaha P.A. System		Red Flashing Light
	Walkie Talkies (Set of 3)		Megaphone **(Exterior Use ONLY)**

VIDEO CABLES

Qty.		Qty.	
	25' BNC Cable		HDMI Cable
	50' BNC Cable		HDMI to Mini-HDMI Adapter

ACCESSORIES

Qty.		Qty.	
	A.C. Kit		Color Chart
	Includes: Cine Focus Measure; Slate; Color		Gray Card
	Chart; Sekonic Lightmeter; Carrying Case		Sekonic Lightmeter
	Cine Focus Measure		Minolta Color Meter
	Acrylic Slate w/ Pouch		

TRIPODS

Qty.		Qty.	
	O'Connor 2065 Tripod **(RED ONLY)**		Panahead Gearhead
	Libec RHP85 Tripod		(Cert. Required)
	O'Connor 1030 Tripod (100mm)		75mm Hi-Hat
	Manfrotto 316 Tripod (100mm)		100mm Hi-Hat
	Cartoni Focus Tripod (75mm)		Mitchell Base Hi-Hat
	Still Camera Tripod		

DOLLY/CAMERA MOVEMENT

Qty.

	Fisher Dolly
	Certification Required; **ON CAMPUS ONLY**
	Quick Change Low Level Head
	Optional Accessory for Fisher Dolly
	Ronford-Baker Mini Seven Fluid Head
	Doorway Dolly
	Includes: Skate Wheels; Crescent Wrench
	Dolly Track - 10' Straight
	Dolly Track - 4' Straight
	Dolly Track - Curved

Qty.

	Dana Dolly Portable Dolly System
	Requires: (2) Sections Speedrail w/ Stands
	Dual Grip Shoulder Support Rig
	GlideCam X-22
	Certification Required; Small Cameras only
	Porta-Jib Jib Arm
	Certification Required
	Track Level
	Track Wedges

SOUND GEAR

Qty.

	Sound Devices 702T Recorder
	Zoom F4 Recorder
	Zoom FRC-8 Controller
	Zoom H4n Handheld Recorder
	Sound Devices 302 Mixer
	Shure FP33 Mixer
	Port-a-Brace Sound Bag
	Denecke TS-3 Time Code Slate
	25' Breakaway Cable
	XLR Duplex Cable
	Short XLR Cable
	8' XLR Cable
	25' XLR Cable
	50' XLR Cable
	Headphones

Qty.

	Boompole w/ Shock Mount
	Boompole (Wired) w/ Shock Mount
	BoomMate Boompole Holder
	Zeppelin for Shotgun Mic
	Sennheiser ME-66 Shotgun Mic
	Sennheiser MKH 416 Shotgun Mic
	Sennheiser MKH 50 Shotgun Mic
	Sennheiser MKH 60 Shotgun Mic
	Audio Technica AT4073a Mic
	Sanken CS-3e Shotgun Mic
	Schoeps CMIT 5U Shotgun Mic
	Shure SM58 Handheld Mic
	Wireless Lavalier Kit **(Limit 4 Per Shoot)**
	Includes: Sennheiser Wireless Transmitter / Receiver; OST-801 Lav Mic w/ Accessories Windscreen, Vampire Clip

LIGHTING

Qty.		Qty.	
	Baby 1K Fresnel		Source Four ETC 750W Spot Light
	BabyLED 1K Fresnel		Barger Lite w/ Chimera
	Tweenie 600W Fresnel		Mickey Mole 1K Open Face
	TweenieLED 600W Fresnel		Mighty Mole 2K Open Face
	Inkie / Midget 200W Fresnel		Teenie-Weenie Mole 650w Open
	Baby 2K Fresnel		Baby-Zip 2K Softlite
	JuniorLED Fresnel 2K Fresnel		*Egg Crate for Baby-Zip 2K*
	5K Fresnel (Sound Stage Only)		1.2K HMI Fresnel (Limit 1 per Shoot)
	Arri Light Kit (Limit 1 per Shoot)		*Includes: Ballast; 25' & 50' Ballast Cable; Power*
	Includes: (2) 650W Fresnel; (2) 300W Fresnel;		*Cable; Barndoors*
	(4) Stands; Scrim Packs		

FLOURESCENT / LED LIGHTING

Qty.		Qty.	
	KinoFlo Kit (Limit 1 per Shoot)		Mini KinoFlo - Car Kit
	Includes: 4' 4 Bank; 2' 2 Bank; 2' Single;		*Includes: (2) 12" fixtures; Ballasts;*
	Ballasts; Cables; Mounting Plates		*power supplies, DC car adapter*
	Diva Lite Kit (Limit 1 per Shoot)		Kool Lite Kit
	Includes: (2) Diva Lites w/ Stands; Eggcrates;		*Includes: 4 Bank Kool lite; 3 Bank Kool lite*
	Flozier Diffusors; Wheeled Case.		Digital Sputnik DS LED System
	4x4 KinoFlo Kit (Limit 1 per Shoot)		LED Lite Panel 1'x1'
	Includes: (2) 4' 4 banks; Ballasts;		Cineroid LM400 LED Light
	Cables; Mounting Plates		

LIGHTING ACCESSORIES

Qty.		Qty.	
	Small Snoot Set (600W/200W)		Safety Chain
	Large Snoot Set (1K)		Floor Mat / Cable Cover
	5 in 1 Snoot (2K)		Pair of Gloves

STINGERS

Qty.		Qty.	
	25' Edison Stinger		20 Amp Bates Stinger
	50' Edison Stinger		60 Amp Bates Stinger
	Quad Box (Gang Box)		100 Amp to 60 Amp Bates Splitter
	Pigtail - Bates (F) to Edison (M)		60 Amp Bates to Edison Quad Box
	Pigtail - Edison (F) to Bates (M)		Power Strip

STANDS

Qty.		Qty.	
	C-Stand Cart (Limit 1 per shoot)		Hollywood Combo Stand (Max 2)
	Includes: (10) 40" C-Stands		Baby 2-Riser Standard Light Stand
	40" C-Stand (Regular)		Baby 2-Riser Rolling Light Stand
	20" C-Stand (Small)		Baby 3-Riser Rolling Light Stand
	Hi-Roller Combo Stand		Junior 2-Riser Grip/Light Stand

GRIP EQUIPMENT

Qty.		Qty.	
	Sandbag: 15 Lb		6 Step Ladder
	Sandbag: 25 Lb (Limit 12 per shoot)		Baby Plate (Not Mounted)
	Sandbag: 35 Lb		Junior Plate (Not Mounted)
	Grip Clip #1 (Small)		Baby Plate Beaver Board
	Grip Clip #2 (Medium)		Junior Plate Beaver Board
	Grip Clip #3 (Large)		Apple Box - Full
	C-Clamp (Large / 8" / 6" / 4" / 3")		Apple Box - Half
	C-Clamp with Baby Pin (2" or 4")		Apple Box - Quarter
	Cardellini End Clamp (Max 2)		Apple Box - Pancake
	Cardellini Center Clamp (Max 2)		4'x4' Reflector with Yoke
	Mafer Clamp (Limit 2 Per Shoot)		4'x4' Mirror with Yoke
	Baby Pipe Clamp		30"x36" Gold/Silver Board
	Junior Pipe Clamp		4'x4' Foam Bounce Board
	Big Ben Clamp (Limit 2 Per Shoot)		2'x4' Foam Bounce Board
	Platypus Clamp (Limit 2 Per Shoot)		4-in-1 Reflector
	Speedrail: 8' / 10' / 12'		Baby Offset Arm
	Speedrail Ear (Limit 2 Per Shoot)		Junior Offset Arm
	Crate of Gels/Diffusion		Grip/Camera Tape
	C-47s		

NETS, SILKS, FLAGS

Qty.		Qty.	
	18"x24" Single Net Flag		18"x48" Floppy Solid Flag
	18"x24" Double Net Flag		24"x60" Floppy Solid Flag
	18"x24" Silk Flag		4'x4' Empty Frame
	18"x24" Solid Flag		4'x4' Solid Flag (Floppy) (Max 2)
	18"x24" Empty Frame		4'x4' Solid Flag (Limit 2 per Shoot)
	18"x24" Cookaloris		4'x4' Silk (Limit 1 per Shoot)
	24"x36" Single Net Flag		4'x4' Bleached Muslin (Floppy)
	24"x36" Double Net Flag		20'x20' Solid
	24"x36" Silk Flag		20'x20' Silk
	24"x36" Solid Flag		
	24"x36" Empty Frame		

OVERHEAD FRAMES

Qty.

	6'x6' Overhead Frame
	Includes: Rails; (4) Corners; (2) Ears
	1/2 Soft Frost
	Black/White Poly Bounce
	Bleached Muslin
	Double Scrim
	Grifflon
	Silent/Sail 1/2 Grid Cloth
	Silk (Artificial White)
	Silver/Gold (Checker Pattern)
	Single Scrim
	Solid
	Ultrabounce

Qty.

	12'x12' Overhead Frame
	Includes: Rails; (4) Corners; (2) Ears
	1/2 Soft Frost
	1/4 Stop Silk
	Black/White Poly Bounce
	Black/White Soft Bounce
	Bleached Muslin
	Double Scrim
	Silent/Sail 1/2 Grid Cloth
	Silk (Artificial White)
	Single Scrim
	Solid

	8'x8' Overhead Frame
	Includes: Rails; (4) Corners; (2) Ears
	1/2 Soft Frost
	Black/White Poly Bounce
	Black/White Soft Bounce
	Bleached Muslin
	Double Scrim
	Silent/Sail 1/2 Grid Cloth
	Silk (Artificial White)
	Silver/Gold (Checker Pattern)
	Single Scrim
	Solid

FILTERS

SIZE: 4x5	
	ND.3 IR
	ND.6 IR
	ND.9 IR
	ND 1.5 IR
	ND 3 GRAD (OVAL)
	HOT MIRROR IR ND.3
	HOT MIRROR IR ND 1.2
	WATER WHITE CIRCULAR POLARIZER
	POLARIZER
	BLACK DIFFUSION 3
	BLACK PRO MIST 1/8
	CLEAR
	DIFFUSION 4
	FOG 1/2
	FOG 1
	FOG 3
	SOFT FX 1/2
	SOFT FX 1
	SOFT FX 2
	SOFT FX 3
	SOFT FX 5
	SOFT NET 4W
	ULTRA CONTRAST 1/4
	ULTRA CONTRAST 2
	WARM PRO MIST 1/4
	WHITE PRO MIST 1/8
	WHITE PRO MIST 1/4
	85
	812
	81EF
	85 ND 6
	85 ND 9
	85C

	CLEAR / BLUE 2
	CORAL 1
	CORAL 1/2
	CORAL 2
	CORAL 3
	DAY FOR NIGHT
	FLB
	FLD
	GREEN 2
	LLD
	SC
	TOBACCO 1
	TOBACCO 2

SIZE: 4x4	
	85 ND 6
	85 ND 9
	ADJUSTABLE POLARIZER
	BLACK FROST SET
	BLUE-GREEN w/ CIRCLE
	CHOCOLATE 2
	FOG 1
	FROST SET
	MAGENTA
	TS-3
	YELLOW GRAD

OTHER SIZES
6x6, 4 1/2 Round, Series 9, 72mm, 138mm
We have a variety of filters available in these sizes, a full list is available upon request.