

# TMA PRODUCTION EQUIPMENT ACCESS FORM

*This form must be presented in Access Meeting.*

## GENERAL INFORMATION

PROJECT TITLE:		<input type="checkbox"/> FICTION	<input type="checkbox"/> NONFICTION
SCRIPT PAGE COUNT:		ESTIMATED LENGTH (MINUTES):	

## KEY CONTACT

NAME:		DATE:	
EMAIL ADDRESS:		CELL PHONE:	

## SHOOTING LOCATION & DATES

		TOTAL SHOOTING DAYS:	
LOCATION NAME	LOCATION ADDRESS (INCLUDE ADDRESS, CITY AND STATE)	LOCATION SHOOTING DATE	

## KEY CREW POSITIONS/CURRENT STUDENTS COMMITTED TO PROJECT

PRODUCER		UPM	
DIRECTOR		GAFFER	
1ST A.D		KEY GRIP	
PRODUCTION-SOUND		DIT	
DIRECTOR OF PHOTOGRAPHY		1ST A.C	
EDITOR		POST -SOUND	

EQUIPMENT CHECKOUT FACILITIES:	SPECIAL EQUIPMENT	POST PRODUCTION FACILITIES:	ACCESS MEETING CHECK LIST <small>Must complete and have the following prior to Access Meeting:</small>
<input type="checkbox"/> MA/VA CHECK-OUT (HFAC) <input type="checkbox"/> FSSS (ADVANCED PROJECTS) <input type="checkbox"/> THE POCKET/HFAC (SOUND)	<input type="checkbox"/> BYU TRUCK/VAN <input type="checkbox"/> GRIP TRAILER	<input type="checkbox"/> CAVE (FCP) <input type="checkbox"/> POCKET/ADR BOOTH <input type="checkbox"/> AREA 5.1	<input type="checkbox"/> REQUESTED ACCESS ( <i>film.byu.edu</i> ) <input type="checkbox"/> FULL UPDATED CREW LIST <input type="checkbox"/> COMPLETE EQUIPMENT LIST <input type="checkbox"/> PRODUCTION CALENDAR <input type="checkbox"/> POST-PRODUCTION CALENDAR <input type="checkbox"/> TMA STAFF SUPPORTER SIGNATURE <input type="checkbox"/> FIRST AID/CPR CERTIFIED STUDENT <small>(RECOMMENDED, NOT REQUIRED)</small>
<b>REQUESTED EQUIPMENT PICK-UP/RETURN TIME (FOR FSSS &amp; SOUND ONLY)</b> <small>If additional Access Periods please note on your Production Calendar.</small>			
<b>EQUIPMENT ACCESS PERIOD*</b>	<b><u>EQUIPMENT PICK-UP</u></b>		<b><u>EQUIPMENT RETURN</u></b>
	DATE	TIME	DATE      TIME
ACCESS PERIOD 1			
ACCESS PERIOD 2			

## ACCESS CLEARANCE

TMA STAFF SUPPORTER SIGNATURE (CLASS PROFESSOR OR PROJECT ADVISOR):	
MAL STAFF MEMBER SIGNATURE:	
DATE AND TIME (ACCESS MTG):	

