

# Access Meeting Checklist

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- Determine a need to go to an Access meeting:
  - Do you want to do a practice exercise?
  - Are you working on a class project like a capstone? Etc.
- Fill out all paperwork depending on what you need Access for:
  - Media Arts Practice Exercises Application
  - TMA Production Equipment Access Form
  - Media Arts Capstone Project Application
- Make an appointment to meet with your faculty advisor and discuss your request.
  - Get form signed!
- Familiarize yourself with your request:
  - Know what equipment you are requesting and how it is used. If you do not know, ask someone!
  - Know what dates you are asking for and have a couple options, if possible
  - Know as much as you can about the location (potential or locked) where you are shooting so you can answer any questions that might be asked
- Look request over multiple times and make sure you include everything you need.
  - This increases your chances of getting access and you will only have to do it once
- Fill out an Access Request Form
  - A 48 hours before meeting
  - A Schedule meeting **2** weeks before reservation
  - A Wait for response from Access Manager with date of meeting
- Go to the Meeting
  - Be on time
  - Bring application paperwork signed by faculty advisor
  - Make sure necessary parties are present