Access Meeting Checklist

☐ 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