

EQUIPMENT REQUEST POLICIES FOR EIV PRODUCTIONS

2011-2012 SCHOOL YEAR

- All equipment requests will need to be made online at http://www.supersaas.com/schedule/EIVRemote/EIV_Equipment. No other requests (email, calls, in person, etc) will be honored.
- All equipment must be checked out and approved by the remote manager before it's removed from the office.
- Only a CERTIFIED SHOOTER can take out a DVX Camera or the Glide Cam. If you are unable to attend one of the DVX or Glide Cam workshops at the beginning of the year, please contact remote@eivtv.com and we can set up a time to certify you.
- Equipment Reservations must be made 48 hours in advance for EIV programming and a minimum of 24 hours for EIV News. (For News Reservations under 24 Hours in advance contact Remote manger or the News Director in person)
- If you deviate (over ½ hour late, missing appointment, etc.) from your selected check-in and check-out times you requested on the calendar system, you will receive one strike against you.
- If the equipment is damaged once returned you will receive 1-2 strikes or removal of equipment privileges depending on the severity of the damage.
- 3 strikes against you and you are unable to check out equipment and or removed from the DVX certified shooters list.
- Any missing or damaged equipment must be reported to the remote department as soon as possible via email at remote@eivtv.com.
- Equipment reservations will be confirmed 24 hours in advance via Super Saas reminder. If you need to cancel, please contact remote@eivtv.com immediately. If you need to change your time, you must provide a valid reason upon request.
- Abuse of the EIV equipment rental calendar system and privileges will result in the inability to rent EIV equipment.
- Any questions or comments should be directed to remote@eivtv.com.