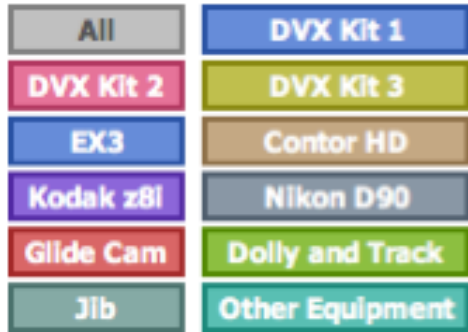


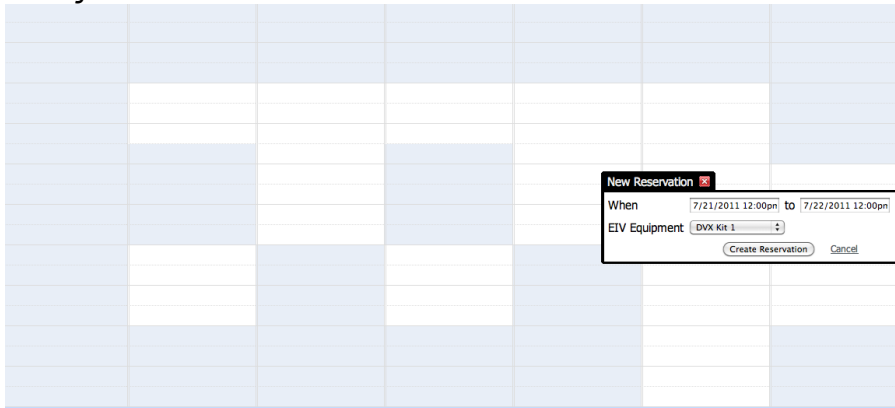
HOW TO REQUEST EQUIPMENT

1. Go to http://www.supersaas.com/schedule/EIVRemote/EIV_Equipment.
2. Check to see what is taken out already on that day by the colors.



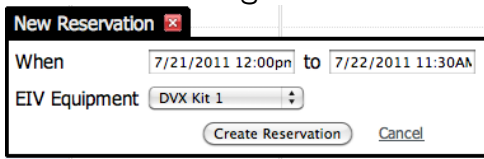
If you need something that is booked, please email remote@eivtv.com to be put on a waitlist.

3. Pick your desired reservation time.

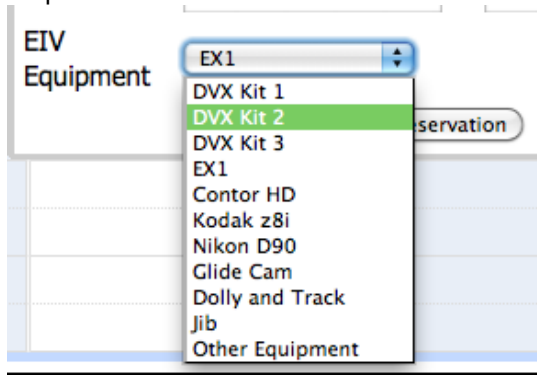


PLEASE NOTE: The system will not honor anything before 24 hours of your desired time. However, if your production is not EIV News and you try to request equipment 48 hours (72 for NON-EIV productions) or less before your desired time, your request will be deleted by an administrator.

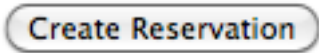
4. Pick your time in the office hours offered that day. Please be specific on what time during the office hours you will be arriving.



5. Choose which piece of equipment. If you would like multiple pieces, just make multiple requests and in the notes section say that it is combined request.



6. Hit "Create Reservation".



7. Fill out the form. PLEASE NOTE: DVX Kits Include: Tripod, battery and shotgun mic.
8. You should get an email reminder 1 day in advance. If you need to cancel, please email remote@eiv.tv ASAP.