

EXCEPTION REQUEST FORM

Please PRINT all information clearly. Enter all information in sections 1 through 3; section 4 is for STAFF USE ONLY. NOTE: SUBMISSION OF THIS FORM IS NOT AN AUTOMATIC RESERVATION; YOU MUST CALL TO SEE IF THE EXCEPTION HAS BEEN APPROVED AND THEN FINALIZE THE RESERVATION YOU ARE REQUESTING.

SECTION 1 — Volunteer Producer Information

Name: _____ ID#: _____ Today's Date: _____

Phone(s): _____ E-mail: _____

SECTION 2 — Project Information

Project Title: _____

This project is: a NEW project and my PPO is attached
 already in production (my PPO has been submitted and approved)

SECTION 3 — Exception Information

Equipment type needed (check ONE box only; separate equipment types require separate exceptions):

Porta Studio A Studio B Tape-to-tape iMovie AVID DV AVID Xp other: _____

This exception: WILL allow me to complete this project
 WILL NOT allow me to complete this project

This exception is for the following (check all that apply, then fill in the reason for exception below):

reservation is less than 7 days in advance extended equipment check out
 reservation is more than 30 days in advance extended or extra edit session (same day)
 check out is (#____) over allotted amount edit session is (#____) above allotted amount
 other: _____

YOU MUST GIVE A REASON FOR THE ABOVE REQUESTED EXCEPTION(S). (Why are you requesting a reservation less than 7 days in advance? Why do you need a 4th check out?)
This form will not be accepted unless you supply a reason:

Equipment Requested From: _____ Date: _____ Time: _____ AM / PM

Equipment Requested To: _____ Date: _____ Time: _____ AM / PM

Producer Signature: _____ Date Submitted: _____

SECTION 4 — FOR STAFF USE ONLY

Receiving Staff: _____ Date Received: _____

Requested equipment is: available not available

Comments: _____

This exception is: approved denied (Reason: _____)

Authorized Staff Signature: _____ Date: _____