

Internal use only:
 Entered in Webcheckout []
 by: _____ Date: _____

Production Training Form

In conjunction with the Production Policy and Procedure Manual - Section 2.8 Equipment Training

*Equipment training sessions will be conducted by a member of the Production and Digital Media services staff, an Equipment Training form listing the equipment that was shown, must be signed by the attendee(s) and a Production and Digital Media Services staff member then submitted to the equipment cage to authorize check out and reservation privileges. **Webcheckout authorization will be available to the trained individual(s) within 24 hours***

Training Title: _____ Date: _____

Class: _____

Production Specialist: _____

Equipment Used:

	Student Name	NetID	Signature
1			
2			
3			
4			
5			
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 Conducted By: