Production Policy and Procedure Manual

September 2018

production@qatar.northwestern.edu
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SECTION 1: INTRODUCTION

1.1 - PURPOSE OF THIS DOCUMENT

This document outlines the policies and procedures surrounding the use of equipment and facilities supported and managed by the Northwestern University in Qatar (NU-Q) Production and Digital Media Services department.

This document was developed in collaboration with NU-Q’s senior leadership team, academic program directors, faculty, staff, students, and approved by the NU-Q’s Office of the Dean.

Questions or concerns regarding any part of this document can be sent to production@qatar.northwestern.edu.

1.2 - PRODUCTION FACILITIES

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PRODUCTION EQUIPMENT AND FACILITY USAGE POLICY

1.3 - USAGE POLICY FOR NU-Q FACULTY, STAFF, AND STUDENTS

NU-Q production equipment and facilities are for the exclusive use of NU-Q faculty, staff, and students who have signed an Equipment Loan Agreement Form and have been trained to use said equipment as part of the classroom instruction or by a member of the NU-Q Production and Digital Media Services department.

NU-Q production field equipment and video editing facilities are solely for use on non-commercial projects. For this policy, “non-commercial” projects are those which are not primarily intended for or directed towards commercial advantage or monetary compensation (for profit).

Checking out equipment on behalf of other NU-Q students or non NU-Q community members is not permitted and will result in a penalty and suspension or total loss of privileges.

Failure to adhere to this policy will result in a breach of NU-Q’s software, hardware, and equipment licensing agreements for its intended educational use. This can lead to temporary or permanent loss of equipment and facility privileges, disciplinary action, or termination.

NU-Q faculty and staff may check out equipment for a period of three days. For details regarding extension or special requests, please refer to Section 2.7 Special Requests and Extensions.

1.4 - STUDIO 20Q USAGE POLICY

Studio 20Q grant holders who wish to use any production equipment or facilities must adhere to the following requirements:

- Schedule a pre-production meeting with Production and Digital Media Services department by emailing production@qatar.northwestern.edu. It is advised that the producer, director, and cinematographer for the project attend this meeting.
- Submit a full production schedule detailing proposed shooting and post-production dates.
- Submit a crew list. All crew members using equipment or facilities should be current NU-Q students, faculty, staff, or alumni who have been trained to use said equipment by a member of Production and Digital Media Services Department.
- Submit an equipment list. Equipment list is subject to approval depending on current class usage and skill set of the proposed production team.

Production and Digital Media Services can offer training sessions for specific equipment types needed for your project, and can offer onset etiquette and protocol training for crew members who have not taken a production class.
1.5 - NU-Q ALUMNI BENEFITS

NU-Q recognizes the importance and value in continuing to develop knowledge and skills after graduation. Therefore, it offers exclusive benefits to all NU-Q alumni. **Recent NU-Q graduates are given a one-month extension from May 1st to June 1st to access NU-Q post-production facilities, to complete projects and/or to work on show reels/portfolios.**

For a period of **TWO years after graduation**, from May 1st in the year of graduation and ending after two years on May 1st, NU-Q alumni will be able to:

- Attend any community training session and/or schedule individual training session on NU-Q’s latest production equipment and technology
- Check out production equipment and use production facilities for projects on a case-by-case basis by completing an **Alumni Special Request Form**

Full details on this policy are found in **Section 1.6 - NU-Q Alumni Usage Policy**

Those who wish to take advantage of these exclusive benefits should email production@qatar.northwestern.edu to schedule an appointment with Production and Digital Media Services staff.

1.6 - NU-Q ALUMNI USAGE POLICY

NU-Q alumni can use NU-Q production equipment, studios and postproduction facilities for a period of **TWO years after graduation**, from May 1st in the year of graduation and ending after two years on May 1st, for specific projects on a case-by-case basis by filling out an **Alumni Special Request Form**.

Alumni special requests must adhere to all of the following criteria:

- The intended project must be non-commercial as defined in **Section 1.3** above
- All crew members using equipment and/or facilities are current NU-Q students, alumni, faculty, or staff members who have been trained to use said equipment as part of the classroom instruction or by a member of the NU-Q Production and Digital Media Services department
- The intended scheduled use of equipment and/or facilities must not conflict with ongoing classes
- All project details are provided, consisting of a full crew list, project schedule, script (if applicable), a brief summary of the project, and project budget

**Alumni Special Request Form** is reviewed by the **NU-Q Production Committee** and requires a minimum of **10 business days** for review. The **NU-Q Production Committee** consists of Director of Production and Media Services, Manager of Production Engineering, and Manager of Production Operations.
1.7 - PRODUCTION CLASS SUPPORT

Faculty who requires production equipment, facilities, and/or in-class support must indicate their requirements through the *Course Information Collection Survey Form* located on SharePoint as an initial support request.

For equipment allocation and support scheduling purposes, Production and Digital Media Services requires all faculty with production equipment, facilities, and/or in-class support requirements to detail a week-by-week class support requirements in their syllabus or provide a separate document detailing all class requirements throughout the semester. An orientation session can be scheduled by emailing *production@qatar.northwestern.edu* to assist in the familiarization with the production resources to effectively utilize the range of available production equipment and facilities.

Based on the syllabus or similar document, Production and Digital Media Services will generate a week-by-week class support schedule, which will be sent out via email every Thursday for the following week’s requirements. *Any changes and/or additional requirement can only be accommodated if an email/request is sent to production@qatar.northwestern.edu at least 48 hours in advance.*

Production and Digital Media Services requires a 72-hour notice for any out of class-hour room support. Production and Digital Media Services will review and approve the request based on staff availabilities.

Production and Digital Media Services operation hours are 8:30 AM – 5:00 PM Sunday – Thursday.

1.8 - MOCK BROADCAST POLICY

All requests for mock broadcasts must be made using the *Mock Broadcast Request Form* and adhere to the following criteria:

- The completed *Mock Broadcast Request Form* must be submitted to *production@qatar.northwestern.edu* at least one week before the event
- Non-standard script and images content must be submitted with this request. Production and Digital Media Services uses a standard mock broadcast format unless the requester supplies their own script and media.
- A meeting with the requester and Production and Digital Media Services staff should be held at least one week prior to the mock broadcast to confirm the requirements
- The mock broadcast will be limited to two presentations per session
- The mock broadcast will be limited to thirty participants per session
- Recorded content will be made available 24 hours after the mock broadcast via digital media (hard drive/USB/cloud). Hard drives/USB media must be supplied by the requester.

Failure to adhere to any of the above rules will result in a refusal of service.
1.9 - EVENT RECORDING POLICY

Event Recording service is provided by the Production and Digital Media Services department, where an event may be recorded in a broadcast format.

Event recordings are available in the following locations:

- Projection Theatre
- Auditorium
- Events Hall (Studio D)
- NU-Q Studios (Studio A, Studio B, Studio C)
- Black Box
- Newsroom

All requests for event recording must be made using the Event Recording Request Form and adhere to the following criteria:

- The completed Event Recording Request Form must be submitted to production@qatar.northwestern.edu at least 72 hours before the event
- Recorded content will be made available 24 hours after the event via digital media (hard drive/USB/cloud). Hard drives/USB media must be supplied by the requester.

1.10 - ISILON ACCESS POLICY

Production & Digital Media Services provides a shared storage on NU-Q ISILON server for students, faculty, and staff, for production or curriculum related projects, which may be accessed from Ethernet connected NU-Q supplied computers while in NU-Q building. No remote (VPN) access will be permitted.

All requests for access to ISILON storage must be made using the ISILON Access Request Form and adhere to the following criteria:

- The completed ISILON Access Request Form, signed by a faculty member associated with the class or project and Director of Production and Digital Media Services or Manager of Production Engineering, must be submitted to production@qatar.northwestern.edu at least 72 hours before the storage is required
- Content stored on the ISILON must conform to the NU Policy, “NUInfo Content Policy”. Please review the discussion of copyright law on the NU Office of General Counsel Website.
1.11 - EVENT SUPPORT POLICY

Event support is defined as a request for Production and Digital Media Service staff support of multi-departmental strategic events in any area of the NU-Q building. Examples of strategic events include Preview NU-Q, Convocation, Graduation, Studio 20Q, Media and Research Awards, etc.

All requests for event support must be made using the Event Support Request Form and adhere to the following criteria:

- The completed Event Support Request Form must be submitted to production@qatar.northwestern.edu at least 14 business days prior to the event
- For all major events, a planning meeting must be scheduled between the requester and Production and Digital Media Services staff at least 14 business days prior to the event to discuss and confirm the requirements
- All technical requirements must be clarified and agreed during the planning meeting
- All rehearsals must be completed 24 hours before the event
- All user content must be made available 24 hours before the event
- Recorded content will be made available 24 hours after the event via digital media (hard drive/USB/cloud). Hard drives/USB media must be supplied by the requester.

1.12 - OUTSIDE BROADCAST EVENT SUPPORT POLICY

Outside Broadcast Event request is defined as a request for Production and Digital Media Services support of NU-Q sponsored external events in any location outside of the NU-Q building. Examples of NU-Q sponsored external events are Darb-Al-Saai and Ajyal.

All requests for outside broadcast event support must be made using the Outside Broadcast Event Support Request Form and adhere to the following criteria:

- The completed Outside Broadcast Event Support Request Form must be submitted to production@qatar.northwestern.edu at least 14 days prior to the event
- For all major events, a planning meeting must be scheduled between the requester and Production and Digital Media Services staff at least 14 business days prior to the event, to discuss and confirm the requirements
- All technical requirements must be clarified and agreed during the planning meeting
- All rehearsals must be completed 24 hours before the event
- All user content must be made available 24 hours before the event

1.13 - TECHNICAL TOUR POLICY

Technical Tour service is provided by the Production and Digital Media Services Department for VIPs, visitors, visiting faculty or staff who would like to take a technical tour of the Production spaces which is more comprehensive than would otherwise be provided as part of a building tour. The Technical Tour may be requested separately or as part of a normal building tour. The tour is
led by a member of the Production and Digital Media Services department and will accompany the visitor during the tour.

To request the Technical Tour, the completed *Production Technical Tour Request Form* must be submitted **at least 72 hours before** the scheduled tour time.

**1.14 - LECTURE CAPTURE POLICY**

Lecture Capture service is provided by the Production and Digital Media Services Department when the presenter and the presentation content is recorded in a picture-in-picture format. This content will be recorded and made available via ISILON storage, or portable media.

Lecture capture is available in the following locations:

- Projection Theatre
- Auditorium
- Black Box

All requests for lecture capture support must be made using the *Lecture Capture Request Form* and adhere to the following criteria:

- A completed *Lecture Capture Request form* must be submitted **at least 48 hours** before the scheduled event time to production@qatar.northwestern.edu.
- Recorded content will be made available immediately after the event via digital media (hard drive/USB/cloud). Hard drives/USB media must be supplied by the requester.
- If additional copies are required, they will be made available 24 hours after the request is submitted to production@qatar.northwestern.edu.

**SECTION 2: PRODUCTION EQUIPMENT**

**2.1 - EQUIPMENT RESERVATIONS**

Equipment reservations can only be made online at [https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login](https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login)

Log in using your NetID and password. Reservations can be made up to 30 days in advance.

Equipment should be reserved **at least 2 hours** before the intended pickup time. 3:00 pm is the reservation cut off time for same day checkout.

Walk up requests without a reservation will be accepted for small accessory items such as:

- Card readers
- Batteries
- Cables
- Recording media
- Microphones
• Tripods

Small production kits such as DSLR cameras, three-point lighting kits, and basic audio package can be picked up without a reservation during off-peak times. If the cage is busy and multiple people are waiting for equipment, then a reservation will be required.

All other equipment should have a reservation. Equipment availability cannot be guaranteed without a reservation.

Reservations that are not picked up ON TIME will be cancelled after a 30-minute grace period and a new reservation is then required.

2.2 - EQUIPMENT CAGE OPERATING HOURS

Equipment cage opening hours are 9:00 am – 5:00 pm Sunday through Thursday (excluding NU-Q official holidays when the Equipment Cage will be closed or during Ramadan when office hours are modified.)

Check In: 9:00 am – 1:00 pm
Check Out: 9:00 am – 5:00 pm

2.2.1 - TERM BREAKS AND SUMMER EQUIPMENT CAGE HOURS

Summer and term break equipment cage opening hours are 9:00 am – 5:00 pm Sunday through Wednesday (excluding NU-Q official holidays when the Equipment Cage will be closed or during Ramadan when office hours are modified.) The Equipment Cage will be closed on Thursdays.

Check In: 9:00 am – 1:00 pm
(Equipment Cage Closed): 1:00 pm – 2:00 pm
Check Out: 9:00 am – 1:00 pm and 2:00 pm - 5:00 pm

The Equipment Cage will be closed completely three weeks before the start of each fall semester.

Cage hour during Ramadan is subject to change and will be posted on Equipment Cage announcement board at least 2 days before Ramadan.

2.3 - EQUIPMENT CAGE RULES

• Students, faculty and staff are served on a first-come-first-serve basis
• Only Production and Digital Media Services staff are allowed inside the Equipment Cage
• First priority is given to students who are currently enrolled in a class whose syllabus has specified the use of Production equipment or facilities
• Checked-out equipment cannot be left in the Equipment Cage, corridors, classrooms, editing suites, or with security guards. When equipment is checked out, it must be taken with you. Lockers and equipment chests are available to store equipment.
- Checking out equipment on behalf of other NU-Q students or non NU-Q community members is not permitted.
- Equipment checked-out must be returned \textit{ON TIME}. The return date and time on the \textit{Equipment Checkout Form} must be strictly adhered to. Requests for extensions need to be made during checkout.
- We do not accept phone or email queries regarding extension for equipment that is already checked out. We recommend that you create a new reservation for the same types of equipment you currently have.
- Equipment is to be returned in the state that it was received. Equipment must be clean, cables coiled, stored neatly in the cases provided, all batteries and media removed, and all equipment items present (includes any recording media). Equipment should be ready for use by the next person when returned.
- If a piece of equipment is damaged while still under checked-out period, the person(s) responsible for the equipment must inform the Equipment Cage staff and complete a \textit{Damaged Equipment Form}.
- If a piece of equipment is lost or stolen, a campus security report or police report is required.
- Equipment should be reserved \textbf{at least 2 hours} before the scheduled pick-up time.
- Equipment should be picked up on time. Otherwise, the equipment reservation is automatically cancelled after a 30-minute grace period.
- Equipment reservation for pick up on the same day needs to be reserved before 3:00 pm.
- All group members should be present during the checkout and all members must sign the \textit{Equipment Checkout form} in order for the equipment liability to be shared among the group members.
- Any member of a group who signed the \textit{Equipment Checkout form} can return equipment.
- You should allocate at least \textbf{one hour} for checking out of any equipment. \textbf{GIVE YOURSELF ENOUGH TIME TO CHECK ALL EQUIPMENT}.
- All equipment must be checked for damage and operation by the person(s) checking it out before the \textit{Equipment Checkout Form} is signed. Once the checkout form is signed, all liability regarding the condition of the equipment is on the person(s) who signed for it.
- Equipment Cage staff has the right to refuse checkout of any equipment if adequately checking is not performed, including powering on all items and checking recording media.
- After you sign the \textit{Equipment Checkout Form}, we do not accept any claims of missing or damaged items during the checkout. By signing the form, the person(s) has confirmed that all items were present and in good working order, as per the \textit{Equipment Loan Agreement} and \textit{Equipment Checkout Form}.
- Any abusive, threatening or disruptive behavior towards staff or other members of the community is not tolerated. Service will be refused and disciplinary action taken.
Failure to adhere to any of the above rules will result in refusal of checkout, a penalty/fine, suspension, and/or permanent loss of Production equipment and facility usage privileges.

2.4 - EQUIPMENT CHECK OUT

Students, faculty, and staff can check out equipment at any time of day during the Equipment Cage operating hours, as long as they are checking small equipment items or have a valid reservation.

Equipment can be checked out for three days, except Wednesday when checkout is for four days, and Tuesday when checkout is for two days. Longer equipment checkouts can be requested but only before/during checkout. Refer to Section 2.7 Special Requests and Extensions for details.

Once the equipment has been checked out, the return date and time listed on the Check Out Form is strictly adhered to. Refer to Section 2.5 Equipment Check In for details on exceptions and extenuating circumstances.

Students, faculty, staff and alumni can only check out equipment that they have been trained to use said equipment as part of the classroom instruction or by a member of the NU-Q Production and Digital Media Services department and have submitted an Equipment Training Form to the Equipment Cage, as detailed in section 2.8 Equipment Training.

All students working in groups should list all group members’ names in the note field of their reservation on Webcheckout. All group members should be present during the checkout and all members must sign the Equipment Checkout form in order for the equipment liability to be shared among the group members.

Walk-up requests will be accepted for small accessory items, such as card readers, batteries, cables, recording media, microphones and tripods. All other equipment should be reserved using the online Webcheckout system.

Reserved equipment must be checked out by 5:00 pm on the requested day. If you have a large equipment reservation, you should plan accordingly to ensure checkout is completed by 5:00 pm. It is advised that you should allocate at least one hour for checking out of any equipment. Any large equipment reservations will not be accepted after 4:00 pm.

Individuals or groups checking out equipment should verify all equipment for accuracy with the checkout form and acknowledge proper operation before leaving the Equipment Cage. Equipment Cage staff will refuse checkout if the items have not been adequately checked by the individual or group. This includes powering on all equipment items and verifying recording media is functioning with the camera/recorder.

Once the Equipment Checkout Form has been signed, the student/group checking out has accepted that all items are present and in good working order. The student/group is fully
responsible for the condition of the equipment listed on that form, as per the Equipment Loan Agreement.

2.5 - EQUIPMENT CHECK IN

All equipment check-in’s should be completed before 1:00 pm on the agreed-upon date stated on the Equipment Check Out Form. Extensions can only be granted during checkout. Once the checkout form was signed, the return date and time is strictly adhered to. Refer to Section 2.7 Special Requests and Extensions for more details.

Phone or email request regarding extension on currently checked-out equipment is not accepted. For those who wish to re-checkout currently checked-out equipment, you are required to create a new reservation for the same types of equipment in Webcheckout:

- If the equipment is available, you will be able to make a new reservation and can stop by the Equipment Cage at or before the original return date and time to renew your equipment
- If the equipment is not available, you will not be able to make a new reservation and the equipment must be returned on or before the original return date and time

For emergency cases when equipment cannot be returned by the person who checked it out and/or on the specified return date and time due to Extenuating Circumstances, please email production@qatar.northwestern.edu. Extenuating circumstances are personal circumstances that are outside of your control and have or are likely to have had a significant impact on your academic performance, e.g., illness (other than minor illnesses), bereavement. NU-Q Student Affairs and Academic Affairs departments will be consulted regarding any claims. Verification such as doctor’s certificate may be required.

Equipment must be returned by the student/group who signed the checkout form. If equipment is returned by anyone else, this will result in a penalty and temporary suspension of reservation/checkout privileges. Exceptions will be made for Extenuating Circumstances as defined above when equipment can be returned by a third party if the person who checked it out is unable to do so in person.

When returning equipment, any loss and/or damage to the equipment must be reported and the appropriate form submitted to the Equipment Cage. Refer to Section 2.12 Total loss or theft of equipment or Section 2.13 Damage to equipment.

Production & Digital Media Services staff will not except any claims of item not present or functioning during the checkout. Once the checkout form was signed, the student/group confirmed that all items were present and in good working order, as per the Equipment Loan Agreement.

Failure to return equipment on time and in satisfactory fashion will result in the penalties, as indicated in Section 2.6 Penalties, for individuals and all group members. Satisfactory fashion
includes machines turned off, cables coiled properly, all equipment packed in original cases, all tape removed from cables and cases, and dirt and/or sand cleaned off. All recording media must be formatted and present at check in.

2.6 - PENALTIES

Any student, faculty, staff, or alumni who do not return equipment on time, and/or in satisfactory condition will incur the following penalties:

- 200 QR fine
- An additional 200 QR per week will be added to your account until equipment is returned
- Repeated Offense:
  - For students with more than two penalties incurred during semester: loss of equipment privileges for summer and term breaks
  - For alumni with more than two penalties incurred during the two-year validity period: complete loss of equipment and facility privileges
  - For faculty and staff with more than two penalties incurred during an academic year: suspension of privileges pending a review by the Director of Production and Digital Media Services

When penalties are incurred, an invoice should be collected from the Equipment Cage before proceeding to NU-Q Business and Finance for payment. Fines must be paid in the exact amount (no change given) in person at NU-Q Business and Finance. All equipment, edit suites, and studio reservation privileges will be suspended until a valid payment receipt is presented to the Equipment Cage in person.

Equipment returned should be in the condition that it is ready for use by the next person.

2.7 - SPECIAL REQUESTS AND EXTENSIONS

In special cases, extensions on equipment checkout will be accepted. However, students must have a completed Special Request form signed by a faculty member, the Equipment Cage staff, and the Director of Production & Digital Media or Manager of Production Operations in advance of the checkout. In most cases, extension requests will be honored if equipment has not already been reserved.

For those who wish to re-checkout currently checked-out equipment, you are required to create a new reservation for the same types of equipment:

- If the equipment is available, you will be able to make a new reservation and can stop by the Equipment Cage at or before the original return date and time to renew your equipment
- If the equipment is not available, you will not be able to make a reservation and the equipment must be returned on or before the original return date and time
For emergency cases, when equipment cannot be returned on the specified date and time due to Extenuating Circumstances, please email production@qatar.northwestern.edu immediately. Extenuating circumstances are personal circumstances that are outside of your control and have or are likely to have had a significant impact on your academic performance, e.g., illness (other than minor illnesses), bereavement. NU-Q Student Affairs and Academic Affairs departments will be consulted regarding any claims. Verification, such as doctor’s certificate, may be required.

2.7.1 CLASS SCHEDULE CHECK-IN EXCEPTION

In cases where class schedules conflict with equipment return, students must make arrangements DURING CHECKOUT with the Equipment Cage to return equipment at an alternative specified hour. The return time will be amended on the Equipment Checkout Form.

2.8 - EQUIPMENT TRAINING

Equipment training sessions, if not delivered as part of the classroom instruction, will be conducted by a member of the Production and Digital Media services staff. An Equipment Training form, listing the equipment to be covered, must be signed by the attendee(s) and a member of the Production and Digital Media Services department. The form is then submitted to the Equipment Cage to authorize checkout and reservation privileges for the specified equipment.

Individual and group training sessions can be requested by emailing production@qatar.northwestern.edu. Only students who have already completed a 100 level production class can use this service.

2.9 - EQUIPMENT AVAILABLE WITHOUT TRAINING

The following equipment types are approved for checkout by all faculty, staff, and students who have signed an Equipment Loan Agreement without any prior training:

- CF cards and readers
- SD cards and readers
- Batteries
- Manfrotto Basic Tripod

2.10 - FILMING PERMISSION

When filming inside Education City, it is important to follow the NU-Q Campus and Student Filming Policy to ensure compliance with the University and Qatar Foundation requirements. This document will provide you with guidance and ethical considerations to support a successful filming experience. A valid NU-Q Press badge must be displayed at all times. QF security personnel will request you to stop filming if a valid NU-Q Press badge is not displayed.

When filming outside of Education City, be sure to contact the owner or property manager prior to arrival on location. You must always get approval before filming as failure to do so may result in legal action and/or seizure of equipment by the local authorities.
Filming of any government building is not permitted in the State of Qatar and can result in legal action, seizure of equipment and/or imprisonment.

Any equipment that is seized by authorities needs to be reported to the Equipment Cage immediately. A copy of the police report must be submitted in person or by emailing production@qatar.northwestern.edu.

2.11 - LIABILITY

An individual who checks out equipment is solely liable for any loss and/or damage to the equipment, as per the Equipment Loan Agreement. Students who are working in a group and who have signed the Checkout form are jointly liable for any damage and/or loss to that equipment.

Checking out equipment on behalf of other NU-Q students or non NU-Q community members is not permitted and will result in a penalty and suspensions or total loss of privileges.

2.12 - TOTAL LOSS OR THEFT OF EQUIPMENT

Any loss or theft of equipment should be immediately reported to the Equipment Cage. The person(s) who checked out the equipment and signed the Checkout form will have their equipment privileges suspended until:

- The Director of Production and Digital Media and/or the NU-Q Production Review Committee makes a decision regarding the financial liability of the loss
  
  **OR**
  
- An exact replacement of the equipment or equal and equivalent equipment specified by a member of the Production and Digital Media Services department is purchased and delivered to the Equipment Cage

See Appendix A - Production Review Committee and Appendix B - Financial Liability of Loss or Damaged Equipment for details.

Students must file a report with the Qatar Foundation security if the loss occurs on-campus or with the appropriate authorities if the loss occurs off-campus. A copy of the report must be provided to the Equipment Cage with a Total Loss or Theft of Equipment form so that a claim can be made with NU-Q insurance provider.

If required, the NU-Q Production Review Committee will meet to determine the extent of financial liability and duration of loss privileges. See Appendix B - Financial Liability of Loss or Damaged Equipment for details.

2.13 - DAMAGE TO EQUIPMENT

During equipment check-in, any damage or operational problems with equipment must be reported
immediately to the Equipment Cage. Damage or operational problems with equipment must be documented using the Damaged Equipment form and submitted with a photograph at check-in.

The person(s) responsible for the damage will have their equipment privileges suspended while the damage is assessed and a quotation for the cost of replacement/repair is received and/or:

- The damage is determined to be a result of reasonable and appropriate use (accidental circumstances) and not of negligence or incorrect usage by the person(s) who checked it out, or
- An exact replacement or equal and equivalent item specified by a member of the Production and Digital Media Services department is purchased and delivered to the Equipment Cage, or
- The Director of Production and Digital Media and/or the NU-Q Production Review Committee has granted a waiver to the cost of damage, and/or has made a decision that the person(s) may work for the university until the cost of the repair/replacement has been covered, or
- Payment for the repair/replacement has been made to NU-Q Business and Finance and a payment receipt has been issued to the Equipment Cage.

If required, the NU-Q Production Review Committee will meet to determine the extent of financial liability and duration of lost privileges. See Appendix A - Production Review Committee and Appendix B - Financial Liability of Loss or Damaged Equipment for details.

2.14 - EQUIPMENT PRIORITY

Equipment required for class instruction has priority over any equipment reservation or usage. During periods of class instruction, certain equipment types may be offline for up to the first eight weeks of semester or until all class instruction is complete. Equipment access is based on the following priority:

2.14.1 - FIRST PRIORITY

During fall and spring academic semesters, students currently enrolled in Production classes at NU-Q have first priority usage.

A. First Priority - students who are currently enrolled in a class whose syllabus has specified the use of Production equipment or facilities
B. First Priority - students who have been awarded Studio 20Q grants and have attended a pre-production meeting with the Production and Digital Media Services department. Refer to Section 1.4 Studio 20Q Usage Policy for more details.

2.14.2 SECOND PRIORITY

Second priority includes faculty, staff, and alumni.
A. Second Priority - students who are currently enrolled in a class but whose syllabus has not specified the use of Production equipment or facilities
B. Second Priority - faculty, staff and alumni have access to equipment on a first-come, first-serve basis

Equipment reserved for classroom use and student usage takes precedence over any second priority check out.

2.15 - TERM BREAKS AND SUMMER ACCESS

Access to equipment during term breaks and summer is limited to:

- Faculty, staff, and alumni
- Student enrolled in summer class whose syllabus has specified the use of production equipment or facilities
- Student with Incomplete from a previous semester and has a signed Special Request Form from his/her Academic Advisor
- Student working on faculty-sponsored project who has a signed Special Request Form
- Student who has been awarded Studio 20Q grant and has attended a pre-production meeting with the Production and Digital Media Services department. Refer to Section 1.4 Studio 20Q Usage Policy for more details.
- Student with fewer than three penalties incurred during the previous semester who wishes to work on personal projects

All equipment are to be returned to the Equipment cage at least three weeks before the start of fall semester. This allows equipment to be serviced before the beginning of the academic year.

2.16 - POLICY FOR TRAVELING WITH PRODUCTION EQUIPMENT

2.16.1 UNIVERSITY-SPONSORED TRAVEL

Faculty, staff and students traveling under a University-sponsored travel program must specify the need for Production equipment as part of the Travel Application process. After submitting the application and receiving approval from the Dean’s Council, trip leaders should contact production@qatar.northwestern.edu to discuss equipment needs.

The trip leader is required to contact the local Film Commission or Film Development office of their destination in order to obtain approval for specified filming locations. A copy of the correspondence must be submitted to production@qatar.northwestern.edu before equipment checkout is granted. A database of International Film Commissions can be found at http://www.afci.org/film-commissions. Other countries not found in this database can be found under a web search.
The trip leader is required to schedule and attend a group checkout and check-in session by emailing production@qatar.northwestern.edu.

Equipment can be checked out on an individual or group basis based on the trip leader’s requirements. If the trip leader requires all equipment to be checked out as one complete group, then the trip leader will take full liability for all equipment that are checked out.

Students should clear all fines with the Equipment Cage in order to check out equipment.

Student who will not be returning directly to the State of Qatar after the university-sponsored trip who:

- wants to keep the equipment - fill out a separate Travel Request Form specifying the details of the second trip
- does not want to keep the equipment - check out the equipment as part of a group so that the equipment can be returned by the other member(s).

All equipment checked-out should be returned by the person(s) who signed the checkout form. Returning of equipment for other people is not permitted and will result in a fine.

2.16.2 NON UNIVERSITY-SPONSORED TRAVEL

Faculty, staff, students, and alumni wishing to travel outside the State of Qatar with pre-approved travel equipment (See Appendix C for list) must fill out a Travel Request form at least one week prior to their departure.

Students traveling with non-pre-approved equipment as included in Appendix D must fill out a Travel Request form at least three weeks prior to departure in order to receive a travel letter from Qatar Foundation for customs clearance when returning to the State of Qatar.

Only equipment included on the lists provided in Appendixes C and D is permitted for travel.

All requests must detail the location(s), purpose of the trip, and dates of travel, along with a brief description of the project signed by a trip advisor/sponsor, faculty member, or by the Director of Production and Digital Media in order to reserve equipment.

Failure to complete these requirements will result in cancellation of your reservation and ability to take equipment out of the country.

2.17 - EQUIPMENT DROP OFF AND PICK UP

Short-term parking for equipment pick-up and drop-off is available on Webcheckout at https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login
Log in using your NetID and password and select: Production Locations – Equipment Cage Parking.

Your vehicle plate registration number must be detailed in the notes section of your reservation. Failure to adhere to this will result in a parking fine issued by the Ministry of Interior.

MAXIMUM PARKING IS 30 MINUTES AND PARKING IS ONLY PERMITTED DURING PRODUCTION EQUIPMENT CAGE OPERATING HOURS.

SECTION 3: PRODUCTION FACILITIES
NO FOOD OR DRINK IS ALLOWED INSIDE ANY PRODUCTION FACILITIES

3.1 - RESERVATIONS

Access to Production facility will only be granted with a valid reservation. Reservation can be made online at https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login. Log in using your NetID and password and select Production Locations.

A list of all non NU-Q community members, if any, who will be using the Production facility must be included under the notes section of the reservation. All visitors must sign in at the Security desk and exchange a valid government-issued ID for a visitor badge. Visitor badge must be clearly visible at all times in NU-Q building.

Only one Production facility can be reserved/checked out at any given time by an individual. Reservation can be extended if no other reservation is pending by making a new reservation. If no new reservation is made within 30 minutes after the end of the existing reservation, the user can make a new reservation for the same room to extend the usage.

Reservations will only be held for 30 minutes after the start time. If no one picks up a Reservation Access Card, the room will be available for use by another.

Security Guards are not permitted to open any studios even if you have a reservation. A Reservation Access Card must be checked out from the Equipment Cage during opening hours. For weekend reservations, the card must be collected before end of business on Thursday. Failure to do so will result in cancellation of your reservation.

3.2 - RESERVATION ACCESS CARDS

During Equipment Cage opening hours (See Section 2.2 for details), go to the Equipment Cage G-207 to check out a Reservation Access Card and surrender a valid NU-Q ID. Please note that studio Reservation Access Card can ONLY be picked up during Equipment Cage opening hours. For weekend studio reservations, a Reservation Access Card needs to be picked up before end of business on Thursday. Failure to pick up the card will result in cancellation of your reservation.

Outside of Equipment Cage operating hours (evening/weekends/term breaks), report to the VIP entrance Security Desk to check out a Reservation Access Card and turn in a valid NU-Q ID.
Please note this does not include studio **Reservation Access Card**. Please refer to the above for details.

Only valid NU-Q ID’s are acceptable and a proof of reservation is required. Proof of reservation can be done through the VIP Security Desk iPad or via a copy of the reservation confirmation email from Webcheckout only.

Alumni with an approved project will be issued a temporary NU-Q Alumni ID card for access and is to turn in this card to security personnel instead of an NU-Q ID.

**Reservation Access Card** must be returned at the end of your reservation time. After a 30-minute grace period, you can make a new reservation and then surrender your NU-Q ID with security to get the **Reservation Access Card** back.

During out of office hours, building security guards are instructed to ask you to leave the room at the end of your reservation time.

**Security Guards are not permitted to open any studios or editing suites.**

### 3.3 PRODUCTION FACILITY RULES

- Faculty, staff, and students must clearly display their NU-Q ID at all times
- All visitors must sign in at one of the security desks and turn in a valid government-issued ID. Visitor badges must be clearly visible at all times.
- No food or drink is allowed in any of the Production facilities (bottled water is the only exception)
- Editing suites and studios must be kept clean and left in the same state they were in before the use at the completion of their use. Nothing should be left in these spaces.
- Report any damaged or non-functioning items to a member of Production and Digital Media Services staff or email production@qatar.northwestern.edu
- Security guards are not permitted to open any studios even if you have a reservation. A **Reservation Access Card** must be checked out from the Equipment Cage during opening hours. For weekend reservations, the card must be collected before end of business on Thursday. Failure to do so will result in cancellation of your reservation.
- Only one Production room per person can be reserved/checked out at any given time
- Reservations will only be held for 30 Minutes after the start time. If no one picks up a **Reservation Access Card**, the room will be available for use by another user
- The person who reserved an editing suite should match the NetID used to log into the machine. When working in groups, a shared projects folder can be created by request, email production@qatar.northwestern.edu.
- Reserving Production facilities on behalf of other NU-Q students or non NU-Q
community members is not permitted

- **Reservation Access Card** must be returned at the end of your reservation time. A new reservation is required to continue to use the facility. Security guards are instructed to ask you to leave the facility at the end of your reservation if you do not return to the VIP security desk.
- Covering of any windows is not permitted
- No files should be saved on the desktop or on the local storage of the machine. Machines are regularly erased of all data. Only files saved on the ISILON storage will be kept.

Failure to adhere to any of the above rules will result in a penalty/fine, suspension, permanent loss of Production equipment and facility usage privileges, and/or the requirement to repeat any Orientation Training Session.

### 3.4 USAGE GUIDELINES

Students, faculty, staff, and alumni must first attend an **Edit Suite, Vo Booth and Foley Orientation training** in order to have access to these Production facilities. Training is conducted in all 100 level production classes and can be scheduled on an individual or group basis by emailing production@qatar.northwestern.edu.

Students must follow the prescribed workflow outlined in the **Production and Digital Media Workflow** document at all times. Failure to adhere to the workflow will result in loss of edit suite reservation privileges until another **Orientation training** session has taken place.

Preventative maintenance of Production facilities will take place over the semester and result in facilities being taking offline for short periods of time.

On an annual basis, editing suite and whisper room technology changes may take place and **Orientation training** sessions will need to be refreshed.

**No files should be saved on the desktop or on the local storage of the machine.** Machines are regularly erased of all data. Only files saved on the ISILON storage will be kept. We recommend that everyone keeps a backup of all their data on a personal hard drive.

### 3.5 PROPS

Students who wish to use any props are required to contact the appropriate faculty member responsible for those props and obtain their prior approval.
3.6 **LIGHTING GRID**

Students may not use the studio lighting grid unless they have been appropriately trained by a Production and Digital Media Services staff member. Training sessions can be scheduled by emailing production@qatar.northwestern.edu.

3.7 **AUDIO EDITING SUITES**

Students enrolled in courses whose syllabus has specified the use of Avid Pro Tools are provided reservation privileges in the audio editing suites after completing in-class training.

3.8 **PRODUCTION FACILITY PRIORITY**

Production facilities required for class instruction has priority over any reservations or usage.

3.8.1 **FIRST PRIORITY**

During fall and spring academic semesters, students currently enrolled at NU-Q who have completed an *Orientation training* session have the following priority usage:

A. First Priority - students who are currently enrolled in a class whose syllabus has specified the use of Production equipment or facilities

B. First Priority - students who have been awarded Studio 20Q grants and have attended a pre-production meeting with the Production and Digital Media Services department. Refer to *Section 1.4 Studio 20Q Usage Policy* for more details.

3.8.2 **SECOND PRIORITY**

Second priority includes faculty, staff, and alumni who have completed an *Orientation training* session:

A. Second Priority - students who are currently enrolled in a class but whose syllabus has NOT specified the use of Production equipment or facilities

B. Second Priority - faculty, staff and alumni have access to facilities on a first-come-first-serve basis.

Production facilities reserved for class and student usage takes precedence over any second priority check out.

3.9 **TERM BREAKS AND SUMMER ACCESS**

Access to Production facilities during term breaks and summer access is limited to:

- Faculty, staff, and alumni who have completed an *Orientation training session*
- Student enrolled in summer classes whose syllabus has specified the use of
production equipment or facilities

- Student with Incomplete from a previous semester and has a signed *Special Request Form* from his/her Academic Advisor
- Student working on faculty-sponsored project who has a signed *Special Request Form*
- Student who has been awarded Studio 20Q grant and has attended a pre-production meeting with the Production and Digital Media Services staff. Refer to *Section 1.4 Studio 20Q Usage Policy* for more details.
- Student with fewer than three penalties incurred during the previous semester who wishes to work on a personal project
Appendix A – NU-Q Production Review Committee

The NU-Q Production Review Committee is comprised of:

- A member of faculty from each academic program,
- A member of staff from Student Affairs,
- Business and Risk Analyst, and
- Director of Production and Digital Media.

The Manager of Production Operations will present the case to the NU-Q Production Review Committee based on approval from NU-Q Production Committee. The NU-Q Production Review Committee will meet on an as needed basis if requested by the student and will determine penalties related to overdue equipment, equipment loss or damage.

NU-Q Production Committee is comprised of:

- Director of Production and Media Services,
- Manager of Production Engineering, and
- Manager of Production Operations.

Appendix B – NU-Q Financial Liability of Loss or Damaged Equipment

Student is solely responsible and financially liable for all equipment checked-out to him/her. Per University insurance policies, a student’s liability exposure is limited to the first USD 750.00 or 15% of the total loss, whichever is greater, up to USD 1000.00. Student will be notified of replacement cost by the Production and Digital Media Services department and will receive a receipt for payment of costs. **Payment for loss or damage of equipment must be made within thirty days once the student is notified** of the replacement cost, or a payment schedule may be arranged with Business and Finance.

Appendix C – Pre-Approved Equipment Available for Travel

The following equipment is pre-approved for travel:

<table>
<thead>
<tr>
<th>BRAND</th>
<th>MODEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canon</td>
<td>5D Mark III</td>
</tr>
<tr>
<td>Canon</td>
<td>5D Mark II</td>
</tr>
<tr>
<td>Canon</td>
<td>6D</td>
</tr>
<tr>
<td>Canon</td>
<td>6D Mark II</td>
</tr>
<tr>
<td>Go-Pro</td>
<td>Hero 3+</td>
</tr>
<tr>
<td>Go-Pro</td>
<td>Hero 6</td>
</tr>
<tr>
<td>Ricoh</td>
<td>4K 360 Camera</td>
</tr>
<tr>
<td>Canon</td>
<td>Speedlite 580EX 2</td>
</tr>
<tr>
<td>Litepanel</td>
<td>LP Micro</td>
</tr>
<tr>
<td>BRAND</td>
<td>MODEL</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Aladdin</td>
<td>Bi-Flex 1</td>
</tr>
<tr>
<td>Canon</td>
<td>Canon EF 100mm f/2.8 MACRO</td>
</tr>
<tr>
<td>Canon</td>
<td>Canon EF 85mm USM f/1.8</td>
</tr>
<tr>
<td>Canon</td>
<td>Canon EF 50mm USM 1.4</td>
</tr>
<tr>
<td>Canon</td>
<td>Canon EF 100-400mm</td>
</tr>
<tr>
<td>Canon</td>
<td>EF 70-200mm 2.8 L IS II USM</td>
</tr>
<tr>
<td>Canon</td>
<td>EF 24-70mm 2.8 L II USM</td>
</tr>
<tr>
<td>Canon</td>
<td>EF 16-35mm 2.8 L III USM</td>
</tr>
<tr>
<td>Manfrotto</td>
<td>700RC2</td>
</tr>
<tr>
<td>Manfrotto</td>
<td>128LP</td>
</tr>
<tr>
<td>Manfrotto</td>
<td>804RC2</td>
</tr>
<tr>
<td>Manfrotto</td>
<td>MVM500A</td>
</tr>
<tr>
<td>Sachtler</td>
<td>FSB6</td>
</tr>
<tr>
<td>Roland</td>
<td>R26</td>
</tr>
<tr>
<td>Zoom</td>
<td>H4N</td>
</tr>
<tr>
<td>Voice Technologies</td>
<td>VT506 Video</td>
</tr>
<tr>
<td>Azden</td>
<td>SGM1000</td>
</tr>
<tr>
<td>Shure</td>
<td>Shure Microflex Lavalier Mic</td>
</tr>
<tr>
<td>Sanken</td>
<td>Sanken COS-11DBP</td>
</tr>
<tr>
<td>K-Tek</td>
<td>KEG-150</td>
</tr>
<tr>
<td>Rycote</td>
<td>Super ShieldKit</td>
</tr>
</tbody>
</table>

**Appendix D – Non Pre-Approved Equipment Available for Travel**

The following equipment requires travel letter from the Qatar Foundation for customs clearance when returning to the State of Qatar:

<table>
<thead>
<tr>
<th>BRAND</th>
<th>MODEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canon</td>
<td>C100 Mark II</td>
</tr>
<tr>
<td>Canon</td>
<td>XF-405</td>
</tr>
<tr>
<td>Canon</td>
<td>Servo Zoom lens 18-80mm</td>
</tr>
<tr>
<td>Sennheiser</td>
<td>MKH 416</td>
</tr>
</tbody>
</table>

**Appendix E – Equipment Available to All NU-Q Faculty, Staff, and Students**

The following equipment is approved for all faculty, staff, and students to check out from the Equipment Cage:

- CF cards and readers
- SD cards and readers
- Batteries
- Manfrotto Basic Tripod
Appendix F – Production Forms

- Equipment Loan Agreement
- Alumni Special Request Form
- Equipment Checkout Form
- Damaged Equipment Form
- Equipment Training Form
- Special Request Form
- Travel Request Form
- Total Loss or Theft of Equipment Form
- Course Information Collection Survey
- Mock Newsroom Broadcast Request Form
- Event Recording Request Form
- Event Support Request Form
- Outside Broadcast Event Support Request Form
- Technical Tour Support Request Form
- Lecture Capture Request Form
- Shared Folder (ISILON) Creation Request Form
Equipment Loan Agreement

I acknowledge that I will have the privilege of access to Production and Digital Media Services department equipment during my study with Northwestern University in Qatar.

I understand and acknowledge that the equipment:

I. Is the property of Qatar Foundation and will be on loan to me from Northwestern University in Qatar
II. Is to be used for purposes directly related to my educational program at NU-Q and in accordance with the Production Policy and Procedure Manual.
III. In my possession upon my separation from NU-Q (whether because of graduation, suspension, or my taking a leave of absence) must be returned to NU-Q in proper working order
IV. May have to be returned at any time at the request of NU-Q Production Department personnel

I understand and agree that:

I. The equipment I check out is my responsibility and that I must safeguard it against damage and theft; it is my responsibility to check that the equipment is in working order before leaving the checkout counter
II. I will notify the Production Department personnel immediately if there are any malfunctions with the equipment I have checked out
III. I must return the equipment to NU-Q in good working order during check in, I will report any faults at the time of check in to a Production Department member
IV. I will abide by the agreed equipment return timing specified during checkout
V. I must be adequately trained to use the equipment by an instructor before I am allowed access to it
VI. I will not check out equipment for the use by individuals who are not enrolled at NU-Q or adequately trained to use the equipment by an instructor

Improper use, damage/loss, and/or failure to return the assigned equipment in good working condition as determined by NU-Q Production Department and described above could result in penalties, including but not limited to:

I. The inclusion on my student financial account of a charge for the full replacement cost of the equipment. Failure to pay that charge within 10 business days may cause NU-Q to institute a financial hold. The financial hold could have consequences including but not limited to:
   ▪ Inability to continue my enrollment at NU-Q
   ▪ Withholding of transcripts for courses already taken at NU-Q
   ▪ Withholding of Northwestern University diploma on graduation
   ▪ And/or the denial of exit visas from the State of Qatar

Name: ______________________________________ Communication □ Journalism □ Undeclared □
       NU-Q Alumni □ Faculty □ Staff □

Graduation Year: _________________    NetID: _____________________    Mobile: _______________________

Email: ____________________________    Signature: ___________________    Date: ________________________
Alumni Special Request Form

In conjunction with the Production Policy and Procedure Manual Sections 1.5 and 1.6 – NU-Q alumni can use NU-Q production equipment, studios and postproduction facilities for a period of TWO years after graduation** for specific projects on a case-by-case basis by filling out an Alumni Special Request Form.

Alumni Special Requests must adhere to the following criteria:

- The intended project must be non-commercial*.
- All crew members using equipment and/or facilities are current NU-Q students, alumni, faculty, or staff members who have been trained to use said equipment by a member of NU-Q Production and Digital Media Services department.
- The intended scheduled use of equipment and/or facilities must not conflict with ongoing classes.

All project details are provided, consisting of a full crew list, project schedule, script (if applicable), a brief summary of the project, and project budget.

All Alumni Special Request Forms will be reviewed by the NU-Q Production Committee and will require a minimum of 10 business days for review.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Contact No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Year:</td>
<td>Email:</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Overall Project Budget (QR):</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Full Crew List □</td>
</tr>
</tbody>
</table>

Project Summary:

Sign: __________________________ Date: __________

By signing this I confirm that I have read Sections 1.5 and 1.6 of the Production Policy and Procedure Manual and confirm that the intended project is non-commercial.
**Equipment Checkout Agreement Form**

**Patron**
John Smith  
js123  
jsmith@northwestern.edu

**Operator**
Production  
Pickup time: M/D/YEAR 2017, 2:00 PM  
Return time: M/D/YEAR, 2:00 PM

**Allocation ID**
CK-00000

**Location**
Production Field Equipment, Studio Building (Equipment Cage)

**Deliver to**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Checkbox</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Kit #1 00000</td>
<td>Details of accessories</td>
<td>1</td>
<td>❏</td>
<td>$00.00</td>
</tr>
</tbody>
</table>

**Checked Out Totals**

| Checked Out Totals | Value | $00.00 |

**Terms**
1. THE UNDERSIGNED, ACCEPT THE FOLLOWING:

2) IF IT IS DETERMINED BY THE PRODUCTION AND DIGITAL MEDIA SERVICES DEPARTMENT THAT ANY DAMAGE, BREAKDOWN OR FAILURE OF EQUIPMENT IS DUE TO USER NEGLIGENCE AND/OR FAULT AND NOT DUE TO REASONABLE AND NORMAL USE, I WILL PAY FOR ANY AND ALL REPAIRS OR REPLACEMENT AS STATED IN APPENDIX B OF THE PRODUCTION HANDBOOK.

3) THAT IF I AM WORKING IN A GROUP, THAT ALL STUDENTS IN THAT GROUP ARE JOINTLY AND SEVERALLY LIABLE FOR ANY DAMAGE AND/OR LOSS TO ANY EQUIPMENT.

4) THE RETURN DATE AND TIME STATED ON THIS FORM IS ABSOLUTE AND ALL ITEMS LISTED ABOVE WILL BE RETURNED ON TIME AND BY THE STUDENT/GROUP LISTED ON THIS FORM.

5) ALL EQUIPMENT LISTED ON THIS FORM IS FOR MY/MY GROUPS USAGE ONLY AND WILL NOT BE USED BY ANY ADDITIONAL PARTIES NOT LISTED ON THIS FORM.

6) ALL ITEMS AND ASSOCIATED ACCESSORIES FOR THE EQUIPMENT LISTED ON THIS FORM IS PRESENT AND IN GOOD WORKING ORDER.

7) THE INTENDED PRIMARY USE OF THIS EQUIPMENT IS FOR NON-COMMERCIAL PURPOSES.

**Mobile Number:** _____________________________

**Class/Project Name:** ____________________________

**Allocation Notes**
None

**Name of signatory**
John Smith

**Signature**

Page 1
# Damaged Equipment Form

*In conjunction with the Production Policy and Procedure Manual – Section 2.13 DAMAGE TO EQUIPMENT*

All faculty, staff, students, and alumni who returned equipment deemed damaged must complete this form; picture evidence signed by the submitting party must be attached to this form.

<table>
<thead>
<tr>
<th>Name:</th>
<th>NetID:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>Contact No.</td>
<td></td>
</tr>
<tr>
<td>Barcode:</td>
<td>Equipment Description:</td>
<td></td>
</tr>
</tbody>
</table>

**Detailed description of incident leading to damage:**

---

**Signed:**

By Signing this I confirm I have read section 2.13 of the Production Policy and Procedure Manual and may be liable for payment of above item/s.

**Equipment Cage:**

**Director of Production:**

---

**Date:**
# Equipment 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.

<table>
<thead>
<tr>
<th>Training Title:</th>
<th>Date:</th>
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</table>

<table>
<thead>
<tr>
<th>Class:</th>
<th></th>
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<table>
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<tr>
<th>Production Specialist:</th>
<th></th>
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<table>
<thead>
<tr>
<th>Equipment Used:</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>NetID</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td>7</td>
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</table>

Conducted By:  

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[Production & Digital Media Services]
Special Request Form

In conjunction with the Production Policy and Procedure Manual – Section 2.7 Special Request and Extensions.

In special cases, extensions on equipment checkout will be accepted. However, students must have a completed Special Request form signed by a faculty member, the Equipment Cage staff, and the Manager of Production Operations or Director of Production & Digital Media in advance of the checkout. In most cases, extension requests will be honored if equipment has not already been reserved.

Name: ___________________________  NetID: ___________________________  Date: ___________________________

Contact No: ___________________________  Email: ___________________________

Request Type:
Special Equipment [ ]  Event [ ]  Check out Extension [ ]  Term Break/ Summer Access [ ]

Event/Project/Class Description:

Request Details:

Sign: ___________________________  Date: ___________________________

By Signing this I confirm that I have read section 2.7 of the Production Policy and Procedure Manual.

Faculty Approval: ___________________________  Date: ___________________________

Name ___________________________  Sign ___________________________

Equipment Cage Approval: ___________________________

Date: ___________________________

Director of Production: ___________________________

Date: ___________________________
## Travel Request Form

In conjunction with the Production Policy and Procedure Manual – Section 2.16 Policy for Traveling with Production Equipment.

Faculty, staff and students traveling under a University-sponsored travel program and will not be returning directly to the State of Qatar after the university-sponsored trip who want to keep the equipment must fill out a separate Travel Request Form specifying the details of the second trip.

Faculty, staff, students, and alumni who wish to travel outside the State of Qatar on a non-University sponsored trip with pre-approved travel equipment (See Equipment available for travel list) must fill out a Travel Request form no later than **ONE-WEEK** prior to their departure.

Students traveling with non-pre-approved equipment must fill out a Travel Request form **THREE WEEKS** prior to departure in order to receive a travel letter from Qatar Foundation for customs clearance when returning to the State of Qatar.

Students should clear all fines with the Equipment Cage in order to check out equipment.

Failure to complete these requirements will result in cancellation of your reservation and ability to take equipment out of the country.

<table>
<thead>
<tr>
<th>Name:</th>
<th>NetID:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Type:</td>
<td>Contact No:</td>
<td>Email:</td>
</tr>
<tr>
<td>Individual</td>
<td>University Sponsored</td>
<td></td>
</tr>
<tr>
<td>Trip Leader:</td>
<td>Trip Title:</td>
<td></td>
</tr>
<tr>
<td>Travel Destination:</td>
<td>Travel Date:</td>
<td>Return Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Barcode</th>
<th>Equipment Description</th>
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</thead>
<tbody>
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</tbody>
</table>

**Sign:**
By Signing this I confirm I have read section 2.16 of the Production Policy and Procedure Manual and may be liable for payment of above item/s and will file a report with local authorities and present a copy to the production equipment cage upon return.

**Equipment Cage Approval:**
(Faculty, Staff or Student is clear of all Production Fines and has listed pre approved equipment)

**Director of Production:**

Total Loss or Theft of Equipment Form

In conjunction with the Production Policies and Procedures Manual – Section 2.12 Total Loss or Theft of Equipment

Any loss or theft of equipment should be immediately reported to the Equipment Cage. The person(s) who checked out the equipment and signed the Checkout form will have their equipment privileges suspended until:

- The Director of Production and Digital Media and/or the NU-Q Review Committee makes a decision regarding the financial liability of the loss.
- An exact replacement of the equipment or equal and equivalent equipment specified by a member of the Production and Digital Media Services department is purchased and delivered to the Equipment Cage.

Students must file a report with Qatar Foundation security if the loss occurs on-campus or with the appropriate authorities if the loss occurs off-campus. A copy of the report must be provided to the Equipment Cage with a Total Loss or Theft of Equipment form so that a claim can be made with our insurance provider.

<table>
<thead>
<tr>
<th>Name:</th>
<th>NetID:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Dept:</td>
<td>Contact No.</td>
<td></td>
</tr>
<tr>
<td>Barcode:</td>
<td>Equipment Description:</td>
<td></td>
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<tr>
<td><strong>Detailed description of incident:</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>By Signing this I confirm I have read section 2.12 of the Production Policies and Procedure Manual and that I may be liable for payment of above item/s.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment Cage:</th>
<th>Date:</th>
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</table>

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<tr>
<th>Director of Production:</th>
<th>Date:</th>
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</table>
Production Course Information Collection Survey

In conjunction with the Production Policy and Procedure Manual Sections 1.7 – Production Class Support. Faculty who require production equipment, facilities, and/or in-class support must indicate their requirements through the Course Information Collection Survey Form located on SharePoint as an initial support request.

<table>
<thead>
<tr>
<th>Name:</th>
<th>NetID:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Semester:</td>
<td>Course Prefix.</td>
<td></td>
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<tr>
<td>Course Number:</td>
<td>Course Title:</td>
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</tbody>
</table>

Q12: Does this course any use of Production Equipment and/or Facilities?  
*If your students require the use of Production Equipment/Facilities, please tick Yes.*

- ☐ No
- ☐ Yes

If Yes.

What are the requirement types?

**Production Facilities**

- Studio A – with AV System
- Studio B – Sitcom/Drama Sets
- Studio C – Green Screen/Photography Studio
- Black Box Theater – with AV System
- Screening Room
- Projection Theatre
- Video Edit Suites
  - HD Edit Suites: QTY
    (Edit Suites 7,8 & 9, Documentary Edit Suite 1 & 2)
  - 4k Edit Suites: QTY
    (Edit Suites 1,2,3,4 & 5)
- Audio Edit Suites
- Animation Lab
- News Room

**Production Equipment**

*For each equipment/software required, a time slot must be added in the syllabus for workshop/training session by Production Staff.*

**Camera**

- ☐ ENG (Electronic News Gathering)
- ☐ Digital Cinema Cameras
Camera (Cont’d)

- RED EPIC (This is a 4K workflow and requires 4K edit suites).
- RED ONE
- Canon C100
- DSLR – JOUR and COMM

Lighting

- Basic Lighting (Aladdin, ARRI Kit and Dedo Light)
- Advanced Lighting (Includes Basic Lighting)
  - HMI’s
  - Bank Lights (Kino Flo 40’s & Diva Light)

Sound

- Single System (Shotgun Microphones and Lavaliers)
- Double System (Sound Recorders)
  - Roland R26
  - Roland Edirol R44
  - Zoom H4N
  - Zoom H1/Olympus
- Audio Mixer
  - Azden FMX-42u
  - Wendt X4
  - Sound Devices 552

Post-Production/Production Software

- Adobe Premiere
- Da Vinci Resolve
- Adobe After Effects
- Pro-Tools
- Maya
- ENPS

Does this course require long term checkouts of equipment for students enrolled to this class?

*Standard check-out is 3 Days, please tick Yes if the check-out is longer than the standard days.*

- No
- Yes

If Yes.

Number of Days/Weeks:

Does this course require any specialized equipment that is currently not available and requires purchasing?

*Purchasing request of any Equipment/Software will depend on the budget and requires approval.*
Mock Newsroom Broadcast Request Form

In conjunction with the Production Handbook - Section 1.8 Mock Broadcast Policy

All requests for Mock Broadcasts must be made using the Mock Broadcast Request Form and must adhere to the following criteria:

- The completed Mock Broadcast Request Form must be submitted to production@qatar.northwestern.edu one week before the event.
- Non-standard script and images content must be submitted with this request ****
- A meeting with the requestors and Production and Digital Media Services Staff a week prior to the mock broadcast to confirm the requirements.
- The mock broadcast will be limited to two presentations per session.
- The mock broadcast will be limited to thirty participants per session.
- Recorded content will be made available 24 hours after the mock broadcast via digital media (hard drive/USB/cloud).
- Hard drives/USB media must be supplied by the requester.

Failure to adhere to any of the above rules will result in refusal of the service.

****Production and Digital Media Services has a standard Mock Broadcast Format which will be utilized, unless the requester supplies their own script and media.

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<th>Name:</th>
<th>NetID:</th>
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<tr>
<td>Email:</td>
<td>Contact No.</td>
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<td>Department:</td>
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<tr>
<td>School/Organization Name:</td>
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<tr>
<td>No. of Participants:</td>
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<td>Note: The mock broadcast will be limited to thirty participants per session.</td>
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| Date and Time: |     |
Event Recording Request Form

In conjunction with the Production Handbook – Section 1.9 Event Recording Policy

Event Recording is a service provided by NU-Q Production and Digital Media Department, where an event may be recorded in a broadcast format.

All requests for Event Recording must be made using the Event Recording Request Form and must adhere to the following criteria:

- The completed Event Recording Request Form must be submitted to production@qatar.northwestern.edu 72 hours before the event.
- Recorded content will be made available 24 hours after the event via digital media (hard drive/USB/cloud)
- Hard drives/USB media must be supplied by the requester

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<th>Event Organizer:</th>
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<td>Email:</td>
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<td>Department:</td>
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<td>Event Title:</td>
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<td>Purpose:</td>
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<td>Event Date and Time:</td>
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</table>

Event Location:
- [ ] Auditorium
- [ ] Black Box Theatre
- [ ] Events Hall
- [ ] Newsroom
- [ ] Projection Theatre
- [ ] Studio A
- [ ] Studio B
- [ ] Studio C

Event Approved by:
Event Support Request Form

In conjunction with the Production Handbook – Section 1.11 Event Support Policy

Event Support is a service provided by NU-Q Production and Digital Media Department, where in any event in any area of NU-Q Building may be supported by Production staff.

All requests for Event Support must be made using the Event Support Request Form and must adhere to the following criteria:

- The completed Event Recording Request Form must be submitted to production@qatar.northwestern.edu prior to the event.
- For all major events, a planning meeting must be scheduled with the requestors and Production and Digital Media Services Staff 14 days prior to the event, to discuss and confirm the requirements.
- Recorded content will be made available 24 hours after the event via digital media (hard drive/USB/cloud)
- Hard drives/USB media must be supplied by the requester
- Please refer to Production Handbook section 1.11 for more information.

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<td>Event Title:</td>
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<td>Event Date and Time:</td>
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<td>Event Location:</td>
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- [ ] Auditorium
- [ ] Black Box Theatre
- [ ] Events Hall
- [ ] Newsroom
- [ ] Projection Theatre
- [ ] Studio A
- [ ] Studio B
- [ ] Studio C

Event Approved by:
Outside Broadcast Event Support Request Form

In conjunction with the Production Handbook – Section 1.12 Outside Broadcast Event Support Policy

Outside Broadcast is a service provided by NU-Q Production and Digital Media Department, where in Production and Digital Media Service staff support of NU-Q external events in any location outside of the NU-Q building.

All requests for Outside Broadcast must be made using the Outside Broadcast Request Form and must adhere to the following criteria:

- The completed Outside Broadcast Request Form must be submitted to production@qatar.northwestern.edu prior to the event.
- For all major events, a planning meeting must be scheduled with the requestors and Production and Digital Media Services Staff 14 days prior to the event, to discuss and confirm the requirements.
- All technical requirements must be clarified and agreed during the planning meeting.
- All rehearsals must be completed 24 hours before the event.
- All user content must be made available 24 hours before the event.
- Recorded content will be made available 24 hours after the event via digital media (hard drive/USB/cloud).
- Hard drives/USB media must be supplied by the requester.
- Please refer to Production Handbook section 1.12 for more information.

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<td>Event Title:</td>
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<td>Purpose:</td>
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<td>Event Date and Time:</td>
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<td>Event Location:</td>
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Event Approved by:
Technical Tour Request Form

*In conjunction with the Production Handbook – Section 1.13 Technical Tour Policy*

Technical Tour is a service provided by NU-Q Production and Digital Media Department, where in the event that VIPs, visitors, visiting Faculty or Staff, require a Technical Tour of the Production spaces, or as part of a building tour, a member of the Production and Digital Media Services department should accompany the visitors at all times.

All requests for technical tour must be made using the technical tour Request Form and must adhere to the following criteria:

- The completed for technical tour Request Form must be submitted to production@qatar.northwestern.edu prior to the event.
- Please refer to Production Handbook section 1.13 for more information.

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<td>Event Title:</td>
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<td>Purpose:</td>
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<td>Event Date and Time:</td>
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<td>Tour Location:</td>
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<td>☐ Auditorium</td>
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<td>☐ Black Box Theatre</td>
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<td>☐ Events Hall</td>
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<tr>
<td>☐ Newsroom</td>
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<tr>
<td>☐ Projection Theatre</td>
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<tr>
<td>☐ Studio A</td>
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<td>☐ Studio B</td>
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<td>☐ Studio C</td>
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<tr>
<td>☐ Master Control Room</td>
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<tr>
<td>☐ Program Control Room</td>
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<tr>
<td>☐ Central Equipment Room</td>
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<td>☐ Any other location specify below:</td>
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Event Approved by:
Lecture Capture Request Form

In conjunction with the Production Handbook - Section 1.14 Lecture Capture Policy

Lecture Capture is a service provided by NU-Q Production and Digital Media Department, where in the presenters and the presentation content may be recorded in a picture-in-picture format.

All requests for Lecture Capture must be made using the Lecture Capture Request Form and must adhere to the following criteria:

- The completed Lecture Capture Request Form must be submitted to production@qatar.northwestern.edu not less than 48 hours before the scheduled event.
- Recorded content will be made available immediately after the event via digital media (hard drive/USB/cloud)
- If additional copies are required, these will be made available 24 hours after the request is submitted to production@qatar.northwestern.edu.
- Hard drives/USB media must be supplied by the requester
- Please refer to Production Handbook section 1.14 for more information.

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<th>Event Organizer:</th>
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<td>Contact No.</td>
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<td>Department:</td>
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<td>Event Title:</td>
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<td>Purpose:</td>
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<td>Event Date and Time:</td>
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<td>Event Location:</td>
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<tr>
<td>☐ Auditorium</td>
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<tr>
<td>☐ Black Box Theatre</td>
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<tr>
<td>☐ Projection Theatre</td>
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Event Approved by:
Shared Folder (ISILON) Creation Request Form

In conjunction with the Production Handbook - Section 1.10 ISILON Access Policy

Production & Digital Media provides shared storage on our ISILON server for Students, Faculty and Staff, for production or curriculum related projects, which may be accessed from ethernet connected NU-Q supplied computers while in NU-Q building. No remote (VPN) access will be permitted.

All requests for access to ISILON storage must be made using the ISILON Access Request Form and must adhere to the following criteria:

- The completed ISILON Access Request Form, signed by a Faculty member related to the request, the Manager of Production Engineering or Director of Production & Digital Media Services, must be submitted to production@qatar.northwestern.edu 72 hours before the storage is required.
- Content stored on the ISILON must conform to the NU Policy relating to Information servers - responsibility for content. Please review discussion of copyright law on the NU Office of General Counsel Web site. That person will be liable for any violations of Federal laws, State laws, or University policies. For further clarification, please refer to University policies.

<table>
<thead>
<tr>
<th>Name:</th>
<th>NetID:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Contact No.</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Project Name:</td>
<td></td>
</tr>
<tr>
<td>Shared Folder Name:</td>
<td></td>
<td></td>
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<tr>
<td>Sub-Folder(s) Name:</td>
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</tbody>
</table>

_Brief description of the purpose of the folder:_

Date Folder Required From: Date Required To if Applicable:

Names and NetID’s of the Users of the Folder(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>NetID</th>
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</thead>
<tbody>
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</table>

Attached a separate document with Name and NetID’s if users exceeds five.