



The University of Texas at Austin  
**Radio-Television-Film**  
*Moody College of Communication*

## Equipment Special Request Form

If you would like to request equipment not assigned to your class, download this form, fill it out, and have your professor or thesis committee supervisor sign it. Then scan and email it to the RTF Production Area Head – [migalvarez@austin.utexas.edu](mailto:migalvarez@austin.utexas.edu)

Name \_\_\_\_\_

EID \_\_\_\_\_ . Class \_\_\_\_\_

Professor \_\_\_\_\_

Equipment Requested:

Reason Equipment Needed:

Proposed Checkout Date \_\_\_\_\_ Proposed Check-In Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor's Signature of Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Production Area Head Signature of Approval

\_\_\_\_\_  
Date