



Reservation Form (Equipment/Studio/Room)

4 High Street, Saugerties, NY 12477
845-246-2800 x341
Fax: 845-246-0127
lighthouse@saugerties.ny.us

Requester's Name: _____

Program Name: _____

Date Submitted: _____ **Date Required:** _____

Check all that apply: Studio/Control Room Portable Equipment
 Edit Station 1 Edit Station 2

Studio/Control Room Setup Instructions:

List Portable Equipment Being Requested:

**Signature and
Contact Info:**

Signed: _____

Contact Info (phone/email/address): _____

Requester must be 18 years of age or older

For Staff Use

Studio Booked? _____ **By:** _____

Follow Up? _____ **Consultation?** _____

Consultation Booked For: _____ **By:** _____

Facilitator's Comments:

This form dated 6/14/2008. Latest form is downloadable from <http://saugerties.ny.us/forms.html> or <http://village.saugerties.ny.us/tv23>



Studio Project Planning Outline (PPO)

This Project Planning Outline is for:

Producer Name: _____

Address: _____

Phone - Day: _____ Evening: _____ Fax or email: _____

Program/Project Estimated Length (Hours/Minutes): _____

Studio Date/Time Requested: _____
MM DD YY Start Time Stop Time

Will this be a live show? Yes No

Video Sources Needed: DVCPPro/MiniDV roll-in Slides Key Camera

Other (Specify): _____

Audio Sources Needed: Microphones Cassettes CD Phones

Please describe your project on an attached piece of paper. Include any special lighting, camera, or audio requirements. Feel free to ask the staff for advice.

List here at least 3 Lighthouse TV23 certified crew members (include role & phone #)

NAME	ROLE	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: This Project Planning Outline (PPO) is not a reservation. The reverse side (or page 1) of this form is the reservation form. In addition to filling out the form, please call to make a reservation for your project needs.

As part of the allotted Studio Time, you must allow at least 30 minutes for proper technical setup as well as at least 30 minutes for striking and equipment check-in. Remember that setup, striking, and check-in may take longer depending on the complexity of the production.