THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學
COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

itu CPCE Information Technology Unit 資訊科技處

Studio and Equipment Record Form

This is the "Studio and Equipment Record Form " to showing the equipment provided that you are required sign back to acknowledge receipt of the equipment in good working order with no damages. The studio assistant will brief user on proper use of the studio equipment and confirm the environment setting based on the user's requirement collected from the pre-session communications. The user must inspect the equipment with the studio assistant that allow 15 minutes for the procedure before leave. Equipment failure/damage/loss must be reported immediately to the studio assistant or the Helpdesk counter. If it is determined that the damage or parts missing is due to misuse or negligence, the user will assume full financial responsibility for the costs of repair, labour, replacement parts, etc.

**Before leaving the studio, users must make sure they have saved their media files in their own storage devices. Any files will be deleted on a daily basis at the end of each session.

Date: _____ **Studio Assistant :** _____ **Student Name:** _____

Session: _____ **Sign:** _____ **Student ID.#** _____

End time: _____ **Sign:** _____

1. Storage						3. Battery and SD card		
SS 01 A	Sennheiser Mic Set		SS 08	Camara stand		SB 01 A	Sony NP-F970	
SS 01 B	Sennheiser Mic Set		SS 09 A	Sony AC charger		SB 01 B	Sony NP-F970	
SS 01 C	Sennheiser Mic Set		SS 09 B	Sony AC charger		SB 02 A	Sony NP-F770	
SS 02	Camera Spare part		SS 09 C	Sony AC charger		SB 02 B	Sony NP-F770	
SS 03	Camera Spare part		SS 10 A	Leifine charger		SB 03 A	IDX SB-U98	
SS 04 A	Camera Spare part		SS 10 B	Leifine charger		SB 03 B	IDX SB-U98	
SS 04 B	Camera Spare part		SS 11 A	Sony Memory Camcorder (package)		SB 04	SONY BP-U30	
SS 05	Camera Spare part		SS 11 B	Sony Memory Camcorder (package)		SB 05	Leifire X6	
SS 09	Sony head phone		SS 12	H6 Handy Recorder (Package)		SB 06 A	SD card 256GB	
SS 07 A	Apple adapter		SS 13 A	Hollyland tools bag		SB 06 B	SD card 256GB	
SS 07 B	Apple adapter		SS 13 B	Hollyland tools bag		SB 06 C	SD card 256GB	
SS 07 C	Apple adapter		SS 14	Nangnang back up Set (in plastic bag)		SB 06 D	SD card 256GB	
SS 07 D	Cable - Light / Type C		SS 15 A	Pointer		SB 06 E	SD card 256GB	
SS 07 E	Apple adapter - Type C / SD		SS 15 B	Pointer				
2. Shooting area						**4. Control Panel desk**		
SC 01	Hollyland Wireless Transmission		SC 17 A	AOC Subtitle screen (back up)		SD 01	Sum019 Screen	
SC 02	Hollyland Wireless Transmission		SC 17 B	AOC Preview screen (back up)		SD 02	LG Monitor	
SC 03	Hollyland Wireless Transmission		SC 18 A	Addional light		SD 03	Sony Live Producer MCX-500	
SC 04	Sony Cam + Stand		SC 18 B	Addional light		SD 04	Mix Pre-6	
SC 05	Sony Cam + Stand		SE 01	Sony TV		SD 05	Hollyland Wireless Transmission	
SC 06	Sony Cam Exmor R + stand		SE 02	Liteon Reader		SD 06	Hollyland Wireless Transmission	
SC 07	Additional lighting + stand		SE 03	Cable extention		SD 07	Hollyland Wireless Transmission	
SC 08	Additional lighting + stand		SE 04	Cable extention		SD 08	Mac book & recharge	
SC 09	Whiteboard		SE 05	Mirror		SD 09	Mac book & recharge	
SC 10	Onikuma Head phone		SE 06 A	High Table		SD 10	Clapboard & Marker	
SC 11	Komc Head phone		SE 06 B	High Chair		SD 11	Hollyland Wireless Transmission	
SC 12 A	AOC Subtitle screen		SE 06 C	High Chair				
SC 12 B	AOC Preview screen		SE 06 D	High Chair				
SC 13	Subtitle screen (Attached on cam 2)		SE 07	Backdrop (backup)				
SC 14	Apple TV		SE 08	Backdrop + Remote				
SC 15	Rode Mic		SE 09	DBA dehumidifier				
SC 16 A	Platform stand		SE 10	Everone Storge				
SC 16 B	Platform stand		SE 11 A	Wooden chair				
			SE 11 B	Wooden chair				
			SE 12 A	Black Office chair				
			SE 11 B	Black Office chair				
				Background and floor				