Evergreen/Rock/Urban Production Equipment sign-out

Complete this form every time equipment or supplies leave the production office. There are no exceptions, **Verbal Approval is required**: contact Peter Welle – 612.245.8032.

Please provide notice as far in advance as possible to facilitate coordination and approval. Only approved persons may use certain items. Reservation is not approved unless all check-boxes are checked.

Reserved Date (current date): _____

Name:	Cell phone (home phone only if no cell phone):
Email address:	
Home address:	

☐ Church Member ☐ Church Ministry Purpose (req'd): _____

Equipment Description (list every item or kit)	Bin #	Planned Pick-up Date	Planned Return Date		Actual Return Date	Return Inspection Notes/OK

Any Supplies Taken/Used:

(e.g. gaffer tape, other tape, fog fluid, gel,diffusion paper, media, etc)

A signature is not required; however, verbal approval is required. Contact an approver and indicate their approval below:

_____