Equipment checklist

Blank template

Project	Revision	Prepared by
_____	_____	_____

Pickup and return

Department	Item	Quantity	Responsible	Status	Notes

Working notes

_____
_____

Equipment checklist

Last Ferry / Fictional short film

Project	Revision	Prepared by
Last Ferry	01	Nina Vale

Pickup and return

Department	Item	Quantity	Responsible	Status	Notes
Camera	Camera	1	Eli Lane	Ready	2A–3A
Sound	Field recorder	1	Lina Hart	Ready	Room tone
Lighting	Workshop lamp	2	Nina Vale	To check	Access and power

Working notes

Test camera batteries at collection. Pack the recorder wind cover separately. Sign back the kit after media is offloaded.