

KDUX-TV STUDIO TIME REQUEST

TEN (10) MINUTES OR MORE LATE CONSTITUTES FORFEITURE OF ENTIRE BLOCK OF TIME

Complete the following form, and it will be submitted to
Jack Fletcher, Studio Media Group Engineer
JFletcher@dccd.edu

DATE SUBMITTED:

REQUESTED BY:

PHONE:

EMAIL:

SHOW NAME:

COMBING VARIOUS REQUESTS OF TIME ON ONE FORM IS NOT A GOOD IDEA. FILL OUT ONE FORM PER TIME SLOT:

DAY NEEDED: START TIME: END TIME:

SPECIFIC DATES:

STUDIO: A

CONTROL: A

FRAME SYNC

DVDS:

TOTAL NEEDED: 1 OR 2

TOTAL NEEDED: 1 2 3

CANCELLATION SHOULD OCCUR NO LESS THAN 24 HOURS IN ADVANCE OF REQUESTED USE...

...USE OF EQUIPMENT FOR WORK OTHER THAN THAT AUTHORIZED
WILL RESULT IN LOSS OF PRIVILEGES.

**IF YOU HAVE ANY QUESTIONS ABOUT THE ABOVE FORM,
PLEASE CONTACT JACK FLETCHER AT JFLETCHER@DCCCD.EDU**