

2025

**Graduation Preparation Committee
Equipment Guidelines**

Sche -dule



Full Schedule

Rental Application

Rental & Return

Full Schedule

Details and links will be shared through the announcement chat room according to the week's schedule. Please be sure to check the announcements.

Week 5, Oct - Week 1, Nov	Rental Application
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Week 2, Nov	Distribution Announcement
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Week 3, Nov	Class Timetable Announcement
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Week 4, Nov - Week 1, Dec	Rental
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Week 1, Dec - Week 2, Dec	Exhibition
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Week 2, Dec	Return
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Full Schedule

Rental Application

Rental & Return

Application

'Individual' Rentals are meant for each student, 'Class' Rentals are meant for each class for art directing purposes. Class Rentals should be applied for by a member of the Equipment Dept Staff.

Categories

Recipients

Regular Equipment

Individual, Class

Special Equipment

Class

Other Equipment

Individual, Class

Total Demand

Class

Form Instructions

For individual applications, write down the requested quantities in the box with your name. For class applications, write down the requested quantities in the box with the professor's name.

Rental Application Guide

Distribution Priority

1. Class-wide Rentals (Art Directing)

2. Individual Rentals

* Same Numbers Distributed by Lottery

Important Notes

- Equipment Dept Staff representing an entire class should fill out the 'Class-wide' rentals section.
- Do not modify information filled out by others.
- Team-wide applications should be filled out by a single representative from that team.
- **Falsely submitting a Special Equipment rental application as an individual on behalf of a class will result in the suspension of all equipment rentals for that student.**

Full Schedule
Rental Application
Rental & Return

Rentals & Returns

Follow the equipment rent & return schedule for each class.

Process

1. Arrive at the equipment Rent (Return) location by the designated time.
 2. Inspect the equipment to Rent (Return) provided to you by the Equipment Dept Staff. Verify its type, amount, and check for any defects.
 3. Rent (Return) equipment.
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Important Notes

- All rental equipment must be returned in its original organized condition at the time of rental
- Consider the time consumed by equipment inspections when scheduling your equipment Rental (Return) time.
- Organize your equipment by type for smoother equipment inspections during returns.

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For inquiries,
Join The 2025 Graduation
2025 Graduation Committee
Equipment Chat ↗

For Equipment Rental Schedule,
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Equipment Guideline - Schedule ↓

