**Developing an Equipment Checkout Procedure** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Before writing your own checkout procedures, answer the following brainstorming questions.*

1. What storage space is available in your classroom for storing and locking equipment?

2. Should cameras be stored with memory cards, batteries, and lenses already together, or should a photographer have to assemble everything when they check out?

3. How do you ensure that the batteries get charged and the memory cards get cleared?

4. What information does a sign-out sheet need to ask for?

5. How do you keep track of memory cards, batteries, lens caps, and all of the “little pieces” that tend to go missing with digital cameras?

**Use the following space to brainstorm what a sign-out sheet needs to look like:**

|  |
| --- |
|  |

**Now, use the answers you provided on the following page to write a numbered procedure for how you think equipment should be checked out in our publications program:**

 1.

 2.

 3.

 4.

 5.

 6.

 7.

 8.

9.

10.

**What do you think is the best way to communicate the checkout policy to other journalism students?**