



EQUIPMENT USE AGREEMENT

CLIENT INFORMATION

Full Name:

Phone:

Email:

Session Date:

Member? (Y/N):

EQUIPMENT CHECKLIST — Check all items used this session

Recording Microphone(s)	Audio Interface	Studio Headphones
Green Screen	Studio Lighting Kit	Camera / DSLR
Podcast Mixer	Ring Light	Teleprompter
Laptop / Monitor	External Hard Drive	HDMI / Cables
Backdrop	Props / Furniture	Other
Additional Notes:		

PRE-SESSION CONDITION INSPECTION

Staff and client inspect all equipment before session begins.

Item	Condition (Good / Damaged / N/A)	Staff Initial	Client Initial
Microphone			
Audio Interface			
Lighting Kit			
Camera / Equipment			
Green Screen			
Studio Space			

TERMS OF USE

W.D.P Creative Collective Space | Womanly Delight Productions LLC | 502 W. Taft Dr., South Holland, IL 60473

1. Authorized Use Only: Client may only use equipment checked above. Unauthorized use is prohibited.