



Technical Difficulties Form

This form should be used to report broken equipment or equipment failure in an edit suite, field, or studio.

Reported by: _____ Today's Date: _____

Location of Problem:

Studio Field Equipment Control Room Edit A Edit B

Other: _____

Nature of Problem: *(please indicate separately the piece(s) of equipment not functioning properly)*

Problem Unit: _____ Unit Number: _____

Problem Unit: _____ Unit Number: _____

Problem Unit: _____ Unit Number: _____

Problem Unit: _____ Unit Number: _____

Problem Unit: _____ Unit Number: _____

The Problem: *(please describe for each unit and how the equipment was being used)*

For Office Use Only				
Make / Model	Date Checked	Initials	Results	Notes