

## REQUEST: Special Permission Extended Checkout

Amanda Hughes - 2025-01-29 - Film & Animation

Requesting MAGIC Equipment or Facility Extended Checkout

MAGIC is happy to support ambitious students with big ideas for their productions. You may request an extended equipment checkout by following the steps below.

### Note

All special permission requests must be submitted **at least one week in advance by the project faculty advisor**. Submitting a request does not guarantee approval. Requests will be evaluated on a case-by-case basis, in consideration with other MAGIC supported needs and activity.

### Request Process & Required Information

1. Have your faculty advisor navigate to <https://helpdesk.magic.rit.edu/new-ticket> to begin a new request.
2. Be sure the Department is set to **MAGIC Spell Studios**, and under "Support Type," select **Production Support**.
3. In the subject line, include "**Extended Checkout Request**" with student name.
  1. Ex. **Extended Checkout - Amanda Hughes**
4. For "Location", please specify **Sound Stage**.
5. Include the following information in the "Message" field:
  1. **Project name, course, and dates** for student extended checkout request.
  2. Include a brief description for why the student requires extended check out and granting your approval.
6. Once approved, students can submit their equipment requests in person with the PA team for the duration in the ticket.

### Once your Request is Submitted

- MAGIC may respond via email asking for additional information, if needed.

- You will receive request approval/denial via email.
- You may follow up on your request using the same helpticket. Please do not submit multiple tickets for one request.