RIT | MAGIC Spell Studios

REQUEST: Special Permission Extended Checkout

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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 - To Be Completed by Faculty/Staff Advisor

1. Have your faculty/staff 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:
    1. **Production Support > Extended Checkout Request**
3. In the subject line, include “**Production Extended Checkout Request**”
4. Follow the remaining prompts on the request form. Be sure to include as many details as possible!

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.