OB VAN CONDITION REPORT FORM

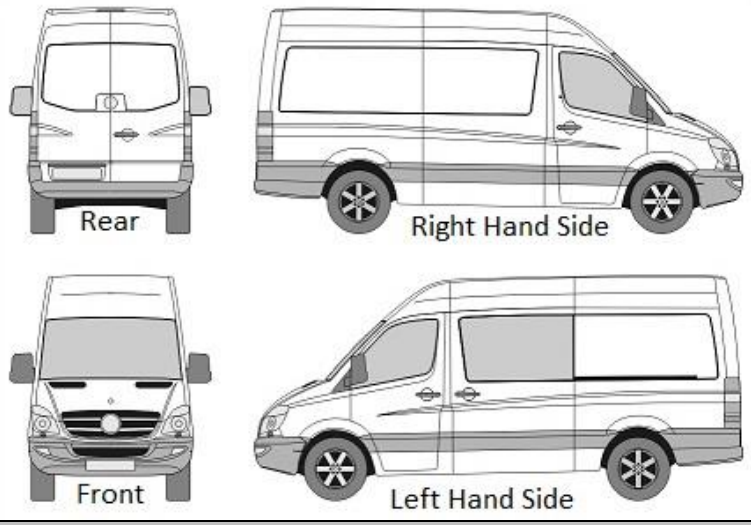
General Information

Language Programming Group:		Person in charge / Driver:	
Speedometer reading (before the trip):		Fuel level (before the trip):	
Trip destination:		Trip distance (estimate):	

Before Trip Checklist

Item	Checked	Comments
No instrument panel warning lights showing		
All lights, indicators and horn operational		
Windscreen and other glass (incl. mirrors) undamaged		
Tyre condition and tread OK		
Tyre pressure OK		
Wheel brace, jack and tool kit available		
All doors are secure		
Emergency equipment serviceable (e.g. first aid kit, fire extinguisher)		
Studio: 4 X chairs, 2 X speakers, 1 X teardrop banner		
Studio: 2 X power cords, 3 X headphones + adaptors		
Studio: 2 X wired mics, 1 X wireless mic		
Studio: Generally clean and tidy		
Awning: visually OK		
Other items: 2xmic leads,2xspkr leads,2xspkr stands		

Bodywork Condition (list details of any damage and mark position on diagram)



Comments:

Driver's Signature:		**Date:**	
4EB's Rep. Signature:		**Date:**	

NOTE: In case of visible damages, please take photos of them and email to info@4eb.org.au.