

Guidelines/ FAQs

How does this work? Following the initial contact, a written estimate and internal charge back form will be sent to the requesting department for completion. The internal chargeback form must be returned to Conference and Event Services prior to the event.

How early should I order Technical Services? Requests for technical services or equipment must be made at least two weeks prior to the event date. Requests made with less than two weeks' notice will be charged a Late Request Surcharge, as noted below.

Will I be charged for labor? Technical services requests for events classified as Hosted or Non-College will incur charges for labor. Conference and Event Services will determine the appropriate staffing level. Labor charges listed are non-holiday rates; any requests for services on a holiday will be charged at an overtime rate of 1 ½ times the rate(s) listed. Conference and Event Services staff will set up and operate only Conference and Event Services equipment.

| Audiovisual Packages | Hosted Events | Non-College Events |
|--|---------------|--------------------|
| <p style="text-align: center;">AV Package #1</p> <p style="text-align: center;"><i>Recommended for smaller events with up to 100 attendees</i></p> <ul style="list-style-type: none"> ✓ Up to 2 microphones of your choice (Lavalier, Wireless Hand Held, Tabletop, or Wired) ✓ Podium ✓ Video Projector ✓ Sound System ✓ One Event Technician for 2 hours | \$215 | \$260 |
| <p style="text-align: center;">AV Package #2</p> <p style="text-align: center;"><i>Recommended for medium-sized events with 100-250 attendees</i></p> <ul style="list-style-type: none"> ✓ Three microphones of your choice (Lavalier, Wireless Handheld, Tabletop, or Wired) ✓ Podium ✓ Video Projector ✓ Sound System with mixing console ✓ Two Event Technicians for 2 hours | \$415 | \$460 |
| <p style="text-align: center;">AV Package #3</p> <p style="text-align: center;"><i>Recommended for larger events with 250 – 400 attendees</i></p> <ul style="list-style-type: none"> ✓ Four microphones of your choice (Lavalier, Wireless Handheld, Tabletop, or Wired) ✓ Podium ✓ Video Projector ✓ Sound System with mixing console ✓ Two Event Technicians for 4 hours | \$515 | \$560 |
| <p style="text-align: center;">AV Package #4</p> <p style="text-align: center;"><i>Recommended for large events with over 250 attendees</i></p> <ul style="list-style-type: none"> ✓ Four tabletop microphones ✓ Four additional microphones of your choice (Lavalier, Wireless Handheld, Tabletop, or Wired) ✓ Podium ✓ Video Projector ✓ Sound System with mixing console ✓ Two Event Technicians for 4 hours | \$615 | \$660 |

| Audio Equipment | Hosted Events | Non-College Events |
|--|----------------------------|----------------------------|
| Podium with Microphone | N/A | \$35 |
| Wired Microphone <i>*Sound System Required</i> | \$10 each | \$15 each |
| Tabletop/ Conference Microphone <i>*Sound System Required</i> | \$35 each | \$40 each |
| Wireless Microphone <i>*Sound System Required</i> | \$55 each | \$60 each |
| Wireless Lavalier (Lapel) Microphone <i>*Sound System Required</i> | \$55 each | \$60 each |
| Mixing Console <i>*Required when events utilize 3 or more microphones Requires event technician for operation</i> | \$75 | \$80 |
| Yamaha Sound System <i>*Used for smaller groups (up to 100 attendees)</i> | \$170 | \$180 |
| QSC Sound System <i>*Used for medium-sized groups (100 – 250 attendees)</i> | \$320 | \$365 |
| JBL Line Array Sound System <i>*Used for large groups (250 attendees or more)</i> | \$480 | \$560 |
| CD Player | \$15 | \$20 |
| Video Equipment | Hosted Events | Non-College Events |
| Basic Computer Video Projector <i>User must supply computer</i> | N/A | \$50 |
| VHS/ DVD Player | N/A | \$30 |
| Video Switcher | \$90 | \$100 |
| Rear Projector | \$600 | \$700 |
| Fast Fold Screen for Rear Projector | \$65 | \$75 |
| Monitor Webcam | \$10 | \$15 |
| Staging/ Pipe & Drape | Hosted Events | Non-College Events |
| Staging (6ft L x 8ft W x 16in H) section with skirting and stairs | \$30 per section | \$35 per section |
| Pipe and Drape – Black <i>*Contact Conference and Event Services for pricing for other colors</i> | \$25 per 8ft (horizontal) | \$30 per 8ft (horizontal) |
| Event Staffing / Additional Services | Hosted Events | Non-College Events |
| Event Technician <i>*Rates do not apply to events classified as internal occurring during operating hours</i> | \$30 per hour | \$35 per hour |
| Event Supervisor | N/A | \$35 per hour |
| Audio Conferencing Support | \$290 per day | \$325 per day |
| Audio/Video Conferencing Support | \$630 per day | \$700 per day |
| Broadcast Media Mult Box | \$60 per output | \$65 per output |
| Flip Chart/ Easel | N/A | \$10 each |
| Late Request Surcharge Requests for Technical Services / Equipment made with less than two weeks before the event date will be charged a Late Request Surcharge. | 15% of Audiovisual Invoice | 15% of Audiovisual Invoice |
| Staffing Fees for support staff are based on an 8-hour day. Anything over 8 hours will incur overtime charges. Those potential charges will be discussed with client prior to final invoice. | | |