

### Guidelines/ FAQs

This guide outlines the available audiovisual equipment, technical services, and associated fees for events. Below, you'll find information regarding service requests, labor charges, and late fees, followed by a price guide. Contact Conference and Event Services if you have any questions.

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- **How early should I order Technical Services?**

Requests for technical services or equipment must be made at least four (4) weeks prior to the event date. Requests made with less than four weeks' notice will be charged a Late Request Surcharge, as noted below.

- **Are there labor charges?**

Yes, labor charges apply to events classified as Hosted or Non-College. Staffing levels are determined by Conference and Event Services. Holiday requests, if the campus is open, are charged at 1.5 times the standard rate. Please note: our team will only set up and operate Conference and Event Services equipment.

- **Are there any all-inclusive packages?**

Our spaces and technical services packages are intended to be modular as events have diverse needs. Please contact Conference and Event Services for a comprehensive estimate based on your event's requirements.

- **What is the Late Request Surcharge?**

Requests made less than two weeks before the event will be charged an additional 15% of the A/V invoice.

- **How is staffing charged?**

Support staff fees are based on an 8-hour shift. Overtime applies beyond 8 hours and will be discussed with the client before final invoicing.

- **What type of equipment is available?**

A full list of available technical equipment and pricing is provided in the accompanying price listing.

- **Can I provide my own A/V equipment?**

Outside equipment may be permitted after review by the Technical Services Team. Conference and Event Services does not provide technical support for non-College equipment. Please contact your Conference and Event Specialist for more information.

- **Is on-site technical support included?**

On-site support is available upon request and will be billed as part of labor charges.

- **What happens if I need to cancel or modify my request?**

Changes and cancellations must be submitted at least five (5) business days in advance to avoid additional fees.

## Conference Center Audiovisual Packages

Our Conference Center Audiovisual Packages offer enhanced A/V capabilities designed to support a seamless event experience in our **Jack H. Turner Conference Center**. The charges associated with each package are in addition to space rental charges.

**\*Please note:** Additional staffing may be required outside of the package pricing listed based on event program and technical requirements.

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

## Specialized Classrooms

The College is home to a selection of **Tech-Equipped Classrooms** that have been recently upgraded with audiovisual equipment to enhance presentations and hybrid learning experiences. Use of this technology is available for an additional fee, separate from room rental, ensuring flexible options for your event.

Classroom	Hosted Events	Non-College Events
<b>Culinary and Hospitality Center Amphitheater (CHC 1020) and Silverleaf Conference Room (CHC 2001)</b> <i>Technology Fees Include:</i> <ul style="list-style-type: none"> <li>✓ Up to two (2) microphones (Two (2) Lavalier or two (2) Wireless Hand Held available)</li> <li>✓ Podium</li> <li>✓ Video Projector</li> <li>✓ Sound System</li> </ul>	\$30	\$60
+ One Event Technician for 2 hours (if required) <i>*Event Technician is required for first-time startup support (Two-hour minimum)</i>	\$100	\$130
<b>HyFlex Classroom Equipment Package</b> Applies to Classrooms: BIC 2D08, BIC 3439, HEC 1020, HSC 1114, HSC 2307, SCC 117, TEC 3019 and TEC 3021 <i>Technology Fees Include:</i> <ul style="list-style-type: none"> <li>✓ Meeting Owl (Ceiling mounted 360° conference camera, with built in microphone and speaker)</li> <li>✓ Video Projector/Screen</li> <li>✓ In-Room Sound</li> </ul>	\$50	\$70
+ One Event Technician for 2 hours (if required) <i>*Event Technician is required for first-time startup support (Two-hour minimum)</i>	\$120	\$140
<b>Health and Science Center, Lecture Hall 1234 (HSC 1234)</b> <i>Technology Fees include:</i> <ul style="list-style-type: none"> <li>✓ Up to two (2) microphones (Two (2) Lavalier or two (2) Wireless Hand Held available)</li> <li>✓ Podium</li> <li>✓ Video Projector</li> <li>✓ Sound System</li> </ul>	\$30	\$75
+ One Event Technician for 2 hours (if required) <i>*Event Technician is required for first-time startup support (Two-hour minimum)</i>	\$100	\$145
<b>Homeland Security Education Center William J. Bauer Mock Courtroom (HEC 1022)</b> <i>Technology Fees include:</i> <ul style="list-style-type: none"> <li>✓ Up to <b>16</b> microphones (Eight (8) Lavalier and/or Eight (8) Wireless Hand Held available)</li> <li>✓ Podium</li> <li>✓ Video Projector/Screens</li> <li>✓ Sound System</li> <li>✓ Two Event Technicians for 4 hours</li> </ul>	\$505	\$680

## A La Carte Audio Visual Equipment and Services

Audio Equipment	Hosted Events	Non-College Events
Podium with Microphone	\$25	\$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>	\$35	\$50
VHS/ DVD Player	\$20	\$30
Video Switcher	\$90	\$100
Front/Rear Projector	\$600	\$700
Fast Fold Screen for Front/Rear Projector	\$65	\$75
Monitor Webcam	\$10	\$15
Confidence Monitor	\$35	\$70
Wireless Presenter	\$5	\$10

Staging/ Pipe & Drape	Hosted Events	Non- College Events
Staging (4ft L x 8ft W) section with skirting and stairs	\$30 per section	\$35 per section
Pipe and Drape – Black <i>*Contact Conference and Event Services to inquire about other colors</i>	\$25 per 8ft (horizontal)	\$30 per 8ft (horizontal)
Stanchions	\$5	\$10
Lighting	Hosted Events	Non-College Events
Uplights (Pack of 6)	\$40	\$75
General Stage wash (theater lighting)	\$40	\$75
Podium Lighting	\$20	\$35
Event Staffing / Additional Services	Hosted Events	Non- College Events
Event Technician <i>*Rates do not apply to events classified as internal occurring during business hours</i>	\$30 per hour	\$35 per hour
Event Supervisor	\$35 per hour	\$35 per hour
Audio Conferencing Support	\$290 per day	\$325 per day
Audio/Video Conferencing Support	\$630 per day	\$700 per day
Audio Feed (Outside Recording)	\$25 per output	\$30 per output
Video Livestreaming Services <i>*Video Support Services required to livestream</i>	\$290 per day	\$325 per day
Video Support Services (half day rate)	\$815 per day	\$970 per day
Video Support Services (full day rate)	\$1590 per day	\$1890 per day
Broadcast Media Mult Box	\$60 per output	\$65 per output
Flip Chart/ Easel	\$10 each	\$10 each