

MEDIA SERVICES EVENT SUPPORT

Media Services Normal Business Hours

Monday through Thursday – 8 a.m. to 10 p.m.

Friday – 8 a.m. to 5 p.m.

Saturday and Sunday – Subject to Availability

- Each room reservation represents one order.
- The equipment and services below are available for any university event.
- Fees may apply for services outside normal business hours and on weekends.
- Media Services will confirm all orders by email.

| Labor Charges  | Fee/Hour |
|--|----------|
| <b>Delivery, Setup and Teardown</b><br>Minimum charge of 1-hour for on-campus locations and 2-hours for select off-campus locations. Fees may vary depending upon transportation time to venues and complexity of setup. | \$89     |
| <b>Technician On-Site to Operate Equipment</b><br>Required for the Citrone Room. Otherwise per client’s discretion. Recommended for high-profile events.   | \$89     |
| <b>Consulting and Testing Fee</b><br>May be required based on complexity and location of the event   | \$89     |

| Audio Equipment   | Fee* |
|---|------|
| <b>16CH Large Mixer</b><br>Comes with up to 8 microphones and requires a technician to operate.   | \$67 |
| <b>Small Mixer</b>  | \$9  |
| <b>CatchBox Microphone</b>  | \$36 |
| <b>Microphone</b><br>Handheld or lapel, with or without table or floor stand  | \$12 |
| <b>Sound I</b><br>Includes amplifier speaker. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 50 people.            | \$13 |
| <b>Sound II</b><br>Includes amplifier and two speakers. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 150 people. | \$25 |
| <b>Stagebox</b>   | \$57 |

\*Delivery and setup not included.

| Projection Equipment  | Fee* |
|---|------|
| <b>In-Room Projection (labor charge)</b><br>Connection for in-room projection   | \$89 |
| <b>Portable Projector</b>   | \$23 |
| <b>Portable Projector Screen</b><br>Available in 6', 8', and 10'. Size will be determined based on event needs. Additional labor fees may be required for delivery technicians. | \$70 |

*\*Delivery and setup not included.*

| Video Conferencing / Zoom Support   | Fee/Hour                                       |
|---|--|
| <b>Setup Video Call with Resident or Portable Videoconference Equipment</b>   | \$89   |
| <b>Videoconference Hosting and Operating</b><br>Includes live events or calls using resident video conferencing units. Some features may require additional labor charges for setup and administration. For example, Q&A moderation, Breakout rooms, Registration, etc. | First hour: \$95<br>Each additional hour: \$89 |

| Video Equipment  | Fee*  |
|--|-------|
| <b>Large 75" Flat-Screen Monitor (All Locations)</b><br>Available to all locations (requires two delivery technicians and additional labor charges)              | \$100 |
| <b>Portable Webcam</b>   | \$7   |
| <b>Regular 45" Flat-Screen Monitor (CUC Locations)</b><br>Locations inside the CUC. Rate applies to monitor with customer's computer or customer's video player. | \$90  |
| <b>Regular 45" Flat-Screen Monitor (Other Locations)</b><br>Locations outside of the CUC (requires two delivery technicians and additional labor charges)        | \$96  |
| <b>Video Switcher</b>  | \$12  |

*\*Delivery and setup not included.*

| Other Equipment  | Fee*  |
|--|-------|
| <b>Black Carpeted Lectern</b>  | \$56  |
| <b>Easel / Pad / Marker Package</b>  | \$31  |
| <b>Lucite Podium</b><br>Includes the cost for 2-person delivery and pick-up. | \$186 |
| <b>Wooden Lectern w/ CMU Wordmark (CUC Spaces Only)</b>                      | \$17  |

*\*Delivery and setup are not included unless noted.*

| McConomy Auditorium, Rangos Ballroom,<br>and Connan Room                      | Fee  |
|---|------|
| <b>In-Room Projection (labor charge)</b><br>Connection for in-room projection | \$89 |
| <b>Wooden Lectern w/ Microphone (McConomy and Rangos Stages)</b>              | \$12 |
| <b>Wooden Lectern w/ Microphone (Rangos East Wall and Connan Room)</b>        | \$29 |