

MEDIA SERVICES EVENT SUPPORT

Media Services Normal Business Hours

Monday through Thursday – 8am to 10pm

Friday – 8am to 5pm

Saturday and Sunday – Subject to Availability

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

Labor Charges	Fee/Hour
Delivery, Setup and Teardown 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
Technician On-Site to Operate Equipment Required for Posner Center and Citrone Room. Otherwise per client’s discretion. Recommended for high-profile events.	\$89
Consulting and Testing Fee May be required based on complexity and location of the event	\$89

Audio Equipment	Fee*
16CH Large Mixer Comes with up to 8 microphones and requires a technician to operate.	\$79
Small Mixer	\$5
CatchBox Microphone	\$42
Microphone Handheld or lapel, with or without table or floor stand	\$7
Sound I Includes amplifier speaker. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 50 people.	\$17
Sound II Includes amplifier and two speakers. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 150 people.	\$35
Stagebox	\$46

*Delivery and setup not included.

Projection Equipment	Fee*
In-Room Projection (labor charge) Connection for in-room projection	\$89
Portable Projector	\$33
Portable Projector Screen Available in 6', 8', and 10'. Size will be determined based on event needs. Additional labor fees may be required for delivery technicians.	\$76

*Delivery and setup not included.

Video Conferencing / Zoom Support	Fee/Hour
Setup Video Call with Resident or Portable Videoconference Equipment	\$89
Videoconference Hosting and Operating 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 Each additional hour: \$89

Video Equipment	Fee*
Large 75" Flat-Screen Monitor (All Locations) Available to all locations (requires two delivery technicians and additional labor charges)	\$118
Portable Webcam	\$11
Regular 45" Flat-Screen Monitor (CUC Locations) Locations inside the CUC. Rate applies to monitor with customer's computer or customer's video player.	\$47
Regular 45" Flat-Screen Monitor (Other Locations) Locations outside of the CUC (requires two delivery technicians and additional labor charges)	\$92
Video Switcher	\$17

*Delivery and setup not included.

Other Equipment	Fee*
Black Carpeted Lectern	\$40
Easel / Pad / Marker Package	\$8
Lucite Podium	\$11
Wooden Lectern w/ CMU Wordmark (CUC Spaces Only)	\$15

**Delivery and setup not included.*

McConomy Auditorium, Rangos Ballroom, and Connan Room	Fee
In-Room Projection (labor charge) Connection for in-room projection	\$89
Wooden Lectern w/ Microphone (McConomy and Rangos Stages)	\$7
Wooden Lectern w/ Microphone (Rangos East Wall and Connan Room)	\$23