

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*
Microphone Handheld or lapel, with or without table or floor stand	\$5
Catch Box Microphone	\$13
4CH Small Mixer	\$3
16CH Large Mixer Comes with up to 8 microphones and requires a technician to operate.	\$98
Stagebox	\$46
Sound I Includes amplifier speaker. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 50 people.	\$10
Sound II Includes amplifier and two speakers. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 150 people.	\$24
Audio Recorder Audio files recorded to SD card and delivered on Box	\$12

*Delivery and setup not included.

Projection Equipment	Fee*
Portable Projector	\$30
In-Room Projection (labor charge) Connection for in-room projection	\$89
6' Portable Screen	\$7
8' Portable Screen	\$10
10' Portable Screen (requires two delivery technicians and additional labor charges)	\$14

*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 event or calls using resident video conferencing units. Some features may require additional labor charges for setup and administration, for example Live Stream, Registration, etc.	First hour: \$99 Each additional hour: \$89

Video Equipment	Fee*
Portable Webcam	\$20
Blu-Ray/DVD Player	\$11
Video Switcher	\$18
Confidence Monitor (CUC Locations)	\$28
Regular Flat-Screen Monitor (CUC Locations) Locations inside the CUC. Rate applies to monitor with customer's computer or customer's video player.	\$44
Regular Flat-Screen Monitor (Other Locations) Locations outside of the CUC (requires two delivery technicians and additional labor charges)	\$105
Large 75" Flat-Screen Monitor (All Locations) Available to all locations (requires two delivery technicians and additional labor charges)	\$108

*Delivery and setup not included.

Other Equipment	Fee*
Lucite Podium	\$21
Carpeted Lectern	\$38
Wooden Lectern	\$15
Wooden Lectern w/ CMU Wordmark (CUC Spaces Only)	\$6
Easel / Pad / Marker Package	\$4

**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)	\$5
Wooden Lectern w/ Microphone (Rangos East Wall and Connan Room)	\$11

Schatz Dining Room	Fee
Connection To & Use of Resident Audio System	\$89