

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 |
|--|----------|
| Delivery, Setup and Teardown | \$93 |
| Technician On-Site to Operate Equipment | \$93 |
| Consulting and Testing Fee | \$93 |

| Audio Equipment | Fee* |
|---|------|
| Microphone Handheld or lapel, with or without table or floor stand | \$10 |
| CatchBox Microphone | \$40 |
| 4CH Mixer | \$9 |
| 8CH Mixer | \$12 |
| 16CH Large Mixer Comes with up to 8 microphones and requires a technician to operate. | \$88 |
| Stagebox | \$76 |
| Sound I Includes amplifier speaker. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 50 people. | \$13 |
| Sound II Includes amplifier and two speakers. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 150 people. | \$28 |

**Delivery and setup not included.*

| Projection Equipment | Fee* |
|---|-------|
| Connection for In-Room Projection (labor charge) | \$93 |
| Portable Projector | \$36 |
| Portable Projector Screen | \$140 |

**Delivery and setup not included.*

| Video Conferencing / Zoom Support | | Fee/Hour |
|---|--|---|
| Connection to Resident Videoconference Unit | | \$93 |
| Videoconference Hosting and Operating (First Hour) | | First hour: \$100 Each additional hour: \$93 |

| Video Equipment | | Fee* |
|---|--|-------|
| Portable Webcam | | \$17 |
| Video Switcher | | \$8 |
| Confidence Monitor (CUC Locations) Locations inside the CUC. Rate applies to monitor with customer's computer. | | \$75 |
| Regular 45" Flat-Screen Monitor (Other Locations) Locations outside of the CUC (requires two delivery technicians and additional labor charges) | | \$88 |
| Large 75" Flat-Screen Monitor (All Locations) Available to all locations (requires two delivery technicians and additional labor charges) | | \$130 |

*Delivery and setup not included.

| Other Equipment | Fee* |
|---|------|
| Black Carpeted Lectern | \$38 |
| Small Wooden Lectern (CUC Spaces Only) | \$18 |
| Easel / Pad / Marker Package | \$26 |
| Lucite Podium Requires labor charge for delivery. | \$8 |
| Wooden Lectern w/ CMU Wordmark (CUC Spaces Only) | \$18 |
| Pipe and Drape Kit | \$25 |
| Speaker Timer | \$65 |

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

| McConomy Auditorium, Rangos Ballroom, and Connan Room | Fee |
|--|------|
| Connection To & Use In-Room Projection | \$93 |
| Wooden Lectern w/ Microphone (McConomy and Rangos Stages) | \$10 |
| Wooden Lectern w/ Microphone (Rangos East Wall and Connan Room) | \$28 |