

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	\$8
CatchBox Microphone	\$88
Small Mixer	\$21
16CH Large Mixer Comes with up to 8 microphones and requires a technician to operate.	\$66
Stagebox	\$114
Sound I One small speaker with a stand. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 50 people.	\$5
Sound II Two large speakers with stands. Additional charges for microphones & other sound equipment. Suitable for groups of fewer than 150 people.	\$23

**Delivery and setup not included.*

Projection Equipment	Fee*
Connection for In-Room Projection (labor charge)	\$93
Portable Projector	\$27
Portable Projector Screen	\$76

**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: \$101 Each additional hour: \$93

Video Equipment	Fee*
Portable Webcam	\$17
Video Switcher	\$4
Confidence Monitor (CUC Locations) Locations inside the CUC. Rate applies to monitor with customer's computer.	\$13
Regular 45" Flat-Screen Monitor (All Locations) Available to all locations (may require two delivery technicians and additional labor charges)	\$35
Large 75" Flat-Screen Monitor (All Locations) Available to all locations (requires two delivery technicians and additional labor charges)	\$50

**Delivery and setup not included.*

Other Equipment	Fee*
Black Carpeted Lectern	\$41
Small Wooden Lectern (CUC Spaces Only)	\$15
Easel / Pad / Marker Package	\$21
Lucite Podium Requires labor charge for delivery.	\$9
Wooden Lectern w/ CMU Wordmark (CUC Spaces Only)	\$18
Pipe and Drape Kit	\$12
Speaker Timer	\$24

**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/Rangos Stages, Connan Room)		\$8
Wooden Lectern w/ Microphone (Rangos East Wall)		\$23