**A/V Guide When Booking Spaces**

**Plan, Prepare, Practice: any needs of the A/V department must be requested at least 24 hrs. in advance to avoid a charge.**

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| **Space Booked** | **Standard with Reservation** | **Free Additional A/V Services/Equip.**  **(24hr Notice)** | **A/V Services & Equipment at a Cost**  **(anything within 24hr notice)** |
| **Connor Auditorium**  **Holden Auditorium** | Podium, Podium Microphone, Projector Use (Instructions at Podium)  HDMI and VGA Connectivity - if bringing own laptop, Must be HDMI or VGA connection capable | PC or Laptop; Handheld or Lavalier Microphones; Connection cords/cables; a brief ‘training’ in advance of the event so you feel comfortable with the use of everything.  Equipment Only – No Charge – you pick up and return equipment | A/V Technician working the booth, providing support during event  Charge for delivering and picking up equipment beyond those items mentioned in box to the left |
| **Moore Auditorium**  **Cori Auditorium**  **Erlanger Auditorium** | Podium, Podium Microphone, Projector Use (Instructions at Podium)  VGA Connectivity ONLY - if bringing own laptop, Must be VGA connection capable | PC or Laptop; Handheld or Lavalier Microphones; Connection cords/cables; a brief ‘training’ in advance of the event so you feel comfortable with the use of everything. | A/V Technician working the booth, providing support during event  Charge for delivering and picking up equipment beyond those items mentioned in box to the left |
| **FLTC 200-, 300-, 400- Rooms** | PC and Projector Access (Instructions in room) | See Fee Structure  Below | See Fee Structure Below |
| **FLTC Hearth**  **FLTC Atrium** | None | See Fee Structure  Below | See Fee Structure  Below |
| **King Center** | Podium, Podium Microphone | See Fee Structure  Below | See Fee Structure  Below |

Fees

* Equipment Only – No Charge – You pick up and return equipment
* Standard – $50 per hour – This includes projectionist’s time and delivering and picking up equipment.
* Overtime – $70 per hour – This is for events before 8 AM and after 4:30 PM, Monday through Friday – Subject to Tech Availability.
* Weekend – $140 per hour. – With a minimum of two hours – subject to technician availability

FY17 Rates per Hour

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| Regular Hours AV Request with **ADVANCED notice\*\*** | $50 |
| Off Hour AV Request with advanced notice | $70 |
| Weekend AV Request with advanced notice | $140 |
| Regular Hours AV Request with **less than 24 hours notice** (business hours) | $100 |
| Off Hour AV Request with less than 24 hours notice | $140 |
| Immediate Service Request – Assistance required, but no AV services were requested in advance. Regular office hours only | $200 |