



Audio-Visual Service Charges

Effective: June 2023

A full service audio/visual media department is maintained at Saginaw Valley State University. This enables us to support extensive audio/visual and technical needs for conferences, meetings and special events. Please note the following when making arrangements for use of equipment:

- **We require that audio-visual requests be specified at least ten working days prior to your event.**
- **The University Conference & Events Center reserves the right to determine extra and unusual technical support charges.**
- **A.V. Charges are billed per day; usage cannot be combined over several days.**
- **We can accommodate any special audio visual requests, call for a price quote.**
- **Any additional audio-visual resources added within one week may be charged a late fee of an additional 50% the normal rate listed below. Requests within 24 hours *may* be charged double the below rates.**

A.V. Support Services

There is a three-hour minimum of support (if needed) for events starting M-F after 5:00 and on weekends.

A.V. Technical Manager.....	\$50.00/hr
Additional A.V. Technician	\$50.00/hr
Video Conferencing or livestreaming*	\$50.00/hr
Audio / Video Editing*	\$50.00/hr

*** Four hour minimum**

Equipment Available

Audio	
Lectern with Mic.....	\$120.00
Wireless (Lavalier or Handheld).....	\$60.00
Wired (Tabletop, PZMs, Hanging Mic., other)	\$60.00
Microphone and portable speaker combo	\$120.00
Polycom Conference Speakerphone.....	\$120.00



Projection Systems

Laptop Computer (Windows 10 Based)	\$120.00
Presentation Remote	\$10.00
Data/Video Projector	\$200.00
(Cables included)	
Portable Projection Screen	\$25.00

Video Equipment

Studio or PTZ Camera	\$100.00
TVs/Monitors <i>Call for sizes</i>	\$100.00
Document Camera	\$50.00/day

Miscellaneous

Gaffers Tape (Black, White, Grey).....	\$30.00/roll
Easel Pad (flip chart).....	\$50.00
A-Frame Easel	\$10.00
White Board w/ markers	\$15.00
Piano (Steinway Concert or Baby Grand, includes tuning).....	\$250.00
Clavinova	\$100.00
Risers (4'x 8' section, each)	\$40.00
Uplights	\$15.00 each

We can accommodate any special audio visual requests, contact us for a price quote.

Other items include:

- Lighting- LED, Intelligent lighting, Custom Gobos
- Video switching- Tricaster, Blackmagic ATEM, OBS
- On-campus digital signage- Outdoor LED sign, Campus TVs