



Audio–Visual Services

Effective Through June 2027

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 Conference Center reserves the right to determine extra and unusual technical support charges based to reflect unusual needs.
- A.V. Charges are billed per day; usage cannot be combined over several days.
- Any additional audio-visual resources added within one week may be charged a late fee for an additional 50% the normal rate listed below. Requests within 24 hours may be charged double the below rate.

A.V. Support Services

Rates start at \$50/hr. Available services include:

- General AV setup, support, and assistance
- Rehearsals, run-throughs, and sound checks
- Lighting setup, programming, and operation
- Audio mixing, microphone management, cue playback
- Video recording, livestreaming, camera operation, post-production and editing
- PowerPoint and graphic assistance

There is a three-hour minimum of support for events starting Monday-Friday after 5:00pm and on weekends

Equipment Pricing

Audio Equipment	
Lectern with Mic	\$120
Wireless (Lavalier or Handheld)	\$60



Wired (Tabletop, PZMs, Hanging Mic., Other)	\$60
Microphone and Portable Speaker Combo	\$120
Projection System	
Laptop Computer (Windows 11)	\$120
Data/Video Projector	\$200
Portable Projection Screen	\$25
Other Video Equipment	
Studio or PTZ Camera	\$150
TVs/Monitors	\$100
Document Camera	\$50
Miscellaneous	
Gaffers Tape (Black, White, Grey)	\$30/roll
Easel Pad (Flip Chart)	\$50
Whiteboard w/ Markers	\$15
Piano (Steinway Concert or Baby Grand)	\$250
Digital Piano (Yamaha Clavinova)	\$100
Risers (4' x 8' x 6" each)	\$40/piece
Stage (8' x 8') with 8/12/16 inch legs (additional 4' x 4' sections available, ask for price)	\$200

We can accommodate most special audio-visual requests, contact us for a price quote. Also available:

- Sign Holders, Easels, Table Numbering, In-Room Sign Hanging
- Decor- Custom Gobos, Vases, Linens
- Digital Signage- Outdoor LED Entrance Sign, Digital Room Signs, Kiosks
- Additional equipment available in specific locations- Please ask!
- Event Ticketing