

<b>Service</b>	<b>Rate</b>	<b>Notes</b>
Event Late Cancellation Fee	\$25.00/Event	Off-campus requestors/groups who cancel less than 24 hrs before event
Equipment Delivery, Set-up, and Retrieval	\$25.00/Technician	
Equipment Operation (During normal business hours)	\$25.00/Hour	Monday - Friday, 8:30am - 5:00pm
Equipment Operation (After normal business hours)	\$50.00/Hour	Monday - Friday, After 5:00pm and on Weekends
Smart Classroom Reservation	\$50.00/Hour	Does NOT Include Technician
Smart Classroom Equipment Operation/Technical Assistance	\$25.00/Hour	Only if Requested
Videoconferencing Room Reservation	\$100.00/Hour	Does NOT Include Technician, which is Required for Videoconferences
Videoconferencing Equipment Operation/Technical Assistance	\$25.00/Hour	Mandatory for ALL Videoconferences

<b>Video Production</b>	<b>Staff Rate</b>	<b>Media/Materials Cost</b>
Camera Operator	\$35.00/Hr.	N/A
Audio Technician	\$30.00/Hr.	N/A
Production Assistant	\$20.00/Hr.	N/A
<b>Video Editing/Media Conversion</b>	<b>Staff Rate</b>	<b>Media/Materials Cost</b>
Edit & Master to DVD or Output to Digital File	\$40.00/Hr.	\$1.00 <sup>1</sup> \$2.00 <sup>2</sup> \$3.00 <sup>3</sup>
<b>Scanning (Slides/Photos/Documents)</b>	<b>Staff Rate</b>	<b>Media/Materials Cost</b>
Master to Data DVD	\$15.00/Hr.	\$1.00 <sup>1</sup>
Master to Data CD	\$15.00/Hr.	50 Cents <sup>1</sup>
<b>Photo Editing</b>	<b>Staff Rate</b>	<b>Media/Materials Cost</b>
Editing of Digital Image Files	\$25.00/Hr.	N/A
<b>Lamination</b>	<b>Staff Rate</b>	<b>Materials Cost</b>
Pouch Laminator (Badges)	N/C	\$1.00/Badge
Pouch Laminator (8.5 x 11)	N/C	\$1.00/Pouch
Roll Laminator	N/C	50 Cents/Ft.
<b>Please Note The Following:</b>		<b>1 includes paper sleeve, but no label</b> <b>2 includes paper sleeve and label</b> <b>3 includes clam shell and label</b>
<ul style="list-style-type: none"> <li>▪ Academic requests will be charged for materials only (account number required).</li> <li>▪ Media services rendered for "community partners" may be charged for time and materials.</li> <li>▪ Staff Time charges are a half-hour minimum.</li> </ul>		