

# AV Event Charges

AV support is available for University sponsored events including conferences, large meetings, concerts and special events. Due to demand, we are unable to support recurring student organization meetings, student sponsored parties, intramural games or tournaments, and public showings of television broadcasts.

AV support for supported special events that start and end during normal Clarkson University business hours (8am - 4:30pm Monday - Friday during the [Academic Calendar](#) and 8am - 4pm during the summer) will be free of charge, **except for requests to stream/broadcast or record events. All streaming requests will require a detailed marketing/communication plan.** All events that occur before or after these hours will have associated charges for equipment rental and staff time. Certain exceptions apply for large annual University events. A total cost will be provided and a budget number will be collected by an OIT or Events staff member at the time you plan your event. Because each event has different requirements, we do not publish a price list. Please call the Service Center and AV personnel will provide you with a price quote for your event. Requests for special event should be submitted at least 7 business days in advance. Please note that submitting a request does not guarantee the event will be supported.

For special event support, equipment will be setup and ready no less than 30 minutes prior to the event start time. For events not requiring sound reinforcement, we will ensure the equipment is working properly and hand off to the organizer at the beginning of the event. If problems arise during the event, please call the Service Center. The event organizer is responsible for equipment left unattended during or after the event.

While we maintain an inventory of equipment for events, occasionally we must rent equipment or outsource last minute requests. If the event requires special equipment or outsourcing, we will provide a quote for approval before confirming the event. We will charge back to the requestor's departmental account any labor, rental, and travel expenses.

In order for OIT to provide excellent service to faculty and staff audio-visual needs, such as microphones, laptops, screens, projectors, clickers, etc. must be requested at least two weeks in advance by emailing or calling the IT HelpDesk at [helpdesk@clarkson.edu](mailto:helpdesk@clarkson.edu) or 315-268-4357.

Please note: AV requests that are made with short notice may not be able to be accommodated or will require that a late booking fee be charged.

Here is a breakdown of charges:

Service	Charge
AV Staff Support	\$40/hr
AV Student Support	\$15/hr
Technical Support (Satellite)	\$40/hr
Large Projector & Screen Combo	\$350.00
PA System (for rooms w/o built in sound)	\$150.00
Portable Projector - Small	\$50.00
Portable Screen - Large	\$100.00
Portable Screen - Small	\$50.00
Small Projector & Screen Combo	\$100.00
Wireless Microphone (for rooms w/ built in sound)	\$25.00
Streaming/Broadcast (YouTube) or Recording	\$350.00

Last update 7/16/2018