

# HMC and Event Management Event Services and A/V Pricing (Effective FY23)



STUDENT AFFAIRS AT WASHINGTON UNIVERSITY

Event Management and the Harvey Media Center offer a/v services and equipment in Premier event spaces that are not part of the “standard offering” of the space. We consider these items “above and beyond” the standard equipment in the space. These items are billable to all Student Affairs departments, SU recognized student groups, University departments, and external clients.

\*For services that specify “plus \$75/hr of event duration”, this rate remains the same even if multiple services are stacked. For example, using the multi-channel audio mixer and wireless mic kits for an event would only see a \$75/hr charge, and not \$150/hr, and so on...

## Graham Chapel

- Staffed by technician - \$35/hr of event duration.
  - o \$50/hr if scheduled within 2 weeks of the event.
- Large screen and projector package - \$300
- Choir microphones - \$50/each
- Stage monitors - \$50/each
- **Additional equipment and event a/v services can be booked through the Harvey Media Center. Additional charges may apply.**
  - o High-output PA system - \$1,000 plus \$75/hr of event duration.
    - Includes 4 hours of setup and teardown services provided by a technician.
    - Add wireless microphone kit for \$300.

## Umrath Lounge

- Staffed by technician - \$35/hr of event duration.
  - o \$50/hr if scheduled within 2 weeks of the event.
- **Additional equipment and event a/v services can be booked through the Harvey Media Center. Additional charges may apply.**
  - o Panel microphone package - \$300
    - Includes 4 wireless tabletop panel microphones.
    - Includes 2 hours of technician time. Technician time will be charged at \$75/hr after the first 2 hours.
  - o High-output PA system - \$1,000 plus \$75/hr of event duration.
    - Includes 4 hours of setup and teardown services provided by a technician.
    - Add wireless microphone kit for \$300 (4 additional wireless mics)
    - Add stage monitors for \$50/each.

## Tisch Commons

- Staffed by technician - \$35/hr of event duration.
  - o \$50/hr if scheduled within 2 weeks of the event.
- Small screen and projector package - \$50
- Large screen and projector package - \$250
- **Additional equipment and event a/v services can be booked through the Harvey Media Center. Additional charges may apply.**
  - o Panel microphone package - \$300
    - Includes 4 wireless tabletop panel microphones.
    - Includes 2 hours of technician time. Technician time will be charged at \$75/hr after the first 2 hours.
  - o Wireless microphone kit - \$600 plus \$75/hr of event duration.
    - Adds and additional 4 channels of wireless microphones.
  - o High-output PA system - \$1,000 plus \$75/hr of event duration.
    - Includes 4 hours of setup and teardown services provided by a technician.
    - Includes multi-channel mixer package.
    - Add wireless microphone kit for \$300.
    - Add stage monitors for \$50/each.

### Holmes Lounge

- Staffed by technician - \$35/hr of event duration.
  - o \$50/hr if scheduled within 2 weeks of the event.
- Small screen and projector package - \$50
  - o 5' screen
- Large screen and projector package - \$150
  - o 8.5' x 6' screen
- Additional equipment and event a/v services can be booked through the Harvey Media Center. Additional charges may apply.
  - o Panel microphone package - \$300
    - Includes 4 wireless tabletop panel microphones.
    - Includes 2 hours of technician time. Technician time will be charged at \$75/hr after the first 2 hours.
  - o Wireless microphone kit - \$600 plus \$75/hr of event duration.
    - Adds and additional 4 channels of wireless microphones.
  - o High-output PA system - \$1,000 plus \$75/hr of event duration.
    - Includes 4 hours of setup and teardown services provided by a technician.
    - Includes multi-channel mixer package.
    - Add wireless microphone kit for \$300.
    - Add stage monitors for \$50/each.

### Women's Building Formal Lounge

- Staffed by technician - \$35/hr of event duration.
  - o \$50/hr if scheduled within 2 weeks of the event.
- Additional equipment and event a/v services can be booked through the Harvey Media Center. Additional charges may apply.
  - o Panel microphone package - \$300
    - Includes 4 wireless tabletop panel microphones.
    - Includes 2 hours of technician time. Technician time will be charged at \$75/hr after the first 2 hours.

### Risa Commons

- Staffed by technician - \$35/hr of event duration.
  - o \$50/hr if scheduled within 2 weeks of the event.
- Additional equipment and event a/v services can be booked through the Harvey Media Center. Additional charges may apply.
  - o High-output PA system - \$1,000 plus \$75/hr of event duration.
    - Includes 4 hours of setup and teardown services provided by a technician.
    - Add wireless microphone kit for \$300 (4 additional wireless mics)
    - Add stage monitors for \$50/each.

### Goldberg Formal Lounge

- Staffed by technician - \$35/hr of event duration.
  - o \$50/hr if scheduled within 2 weeks of the event.
- TV Cart or small projector and screen package - \$50
- Additional equipment and event a/v services can be booked through the Harvey Media Center. Additional charges may apply.
  - o Panel microphone package - \$300
    - Includes 4 wireless tabletop panel microphones.
    - Includes 2 hours of technician time. Technician time will be charged at \$75/hr after the first 2 hours.

### DUC Orchid Room

- Staffed by technician - \$35/hr of event duration.
  - o \$50/hr if scheduled within 2 weeks of the event.
- TV Cart or small projector and screen package - \$50
- Additional equipment and event a/v services can be booked through the Harvey Media Center. Additional charges may apply.
  - o Panel microphone package - \$300
    - Includes 4 wireless tabletop panel microphones.
    - Includes 2 hours of technician time. Technician time will be charged at \$75/hr after the first 2 hours.