

# OIR EVENT SERVICES

## David Stoneburner – Event Manager

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The Office of Instructional Resources is a part of the Division of Digital Learning at the University of Central Florida. The Event Services Team provides multi-media support for events hosted by UCF colleges, departments, organizations and offices. The Event team requires at least 14 working days' notice to schedule support.

## SERVICES OFFERED

Audio/Video – to include microphones, speakers, Power Point and media playback

Video Rec – single or multi-camera recording

Web Streaming – Live web streaming and recording

PowerPoint/Media – Power Point/media playback support

Teleprompter – teleprompter operation support

A/V Webstream – full audio/video support, recording and live webstream

General Tech – general tech support for installed equipment at location

## COSTS – As of January 2019

OIR Operator Hourly Labor Rate: OIR charges a minimum of 2 hours.

Monday – Friday **\$45** per hour, Saturday – Sunday **\$67.50** per hour, Holidays - **\$90** per hour

Labor includes number of operators needed to produce event from equipment load and set, to strike and return.

**\$45** per hour for 1 operator basic tech support **\$75** per hour for 1 operator and minimal support equipment.

Event Tier 1 Support: **\$200 per event, plus labor.**

Basic Audio/Video support for a meeting or presentation, to include up to 5 wired mics and 4 wireless microphones, audio, Power Point and media playback.

Event Tier 2 Support: **\$300 per event, plus labor.**

Advance Audio/Video support for a meeting or presentation, to include up to 40 wired mics and 4 wireless microphones, audio, Power Point and media playback.

Event Tier 3 Support: **\$350 per event, plus labor.**

Advance Audio/Video support for a meeting or presentation, to include up to 5 wired mics and 4 wireless microphones, audio, Power Point, media playback and live web streaming and/or video recording of event.

Equipment required not in the Events inventory will need to be rented either by the client or by the Events Team at the cost of rental to the client.

Mileage Charge: **\$1** per mile for any events not on main campus.

**\$50** late scheduling fee may be assessed if scheduled less than 14 days prior to event.

**\$50** cancellation fee may be assessed if client gives less than 72 hours' notice of cancellation. Additional fees may be assessed to cover the cost of equipment rental and additional labor for the cancelled event.

## WEB STREAMING

The events team has the ability to stream to many different formats. The most common are UCF Panopto, YouTube and Facebook. Panopto has an additional \$100 streaming charge and may incur additional costs depending on requirements of the client. YouTube and Facebook would require the client to provide credential access to account to facilitate streaming on that platform.

**CONTACT** To request support please fill out an OIR Event Support request form at: <https://oir.ucf.edu/services/events/>