OIR EVENT SERVICES

David Stoneburner – Event Manager

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The Office of Instructional Resources is a part of Information Technology 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 Web stream – full audio/video support, recording and live web stream

Zoom Webinar – Tech support to build/train and facilitate Zoom webinar for virtual & hybrid events

General Tech – general tech support for installed equipment at location

COSTS – As of July 1st 2025

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

Monday – Friday 7am-7pm **$60** per hour, before 7am or after 7pm **$90** per hour
Saturday – Sunday **$90** per hour, Holidays - **$180** per hour if operators are available

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

Technical Support Tier: Per hour charged based on daily hourly rate, per operator. Support of built-in equipment or Zoom Webinar support. Equipment not included. (Minimal equipment charge may be added if needed to support event as assessed by event manager)

Event Tier 1 Support: $300 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, speakers, Power Point and media playback.

Event Tier 2 Support: **$420** 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, speakers, Power Point and media playback.

Event Tier 3 Support: $480 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, speakers, Power Point, media playback and live web streaming and/or video recording of event.

Event Tier 4 Support: $600 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, speakers, Power Point, media playback and live web streaming and/or video recording of event.

Add On Equipment: Additional Equipment that can be added to any Tier Package.

Confidence Monitor: $30 confidence monitor on a floor stand and all cabling required.

Projector: **$60** Includes Projector, cabling, and projector stand (if necessary), Screen must be available in the room or brought by the client.

Screen and Projector Package: $120 – Includes Screen, projector, cabling, and projector stand (if necessary), ceiling height may prohibit use of screen.

Up Light Package: **$90** per 6 light kit – available 2 kits with 6 lights each for colored uplighting at event venue.

Equipment required for events 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: **$1.20** per mile for any events not on main campus.

$90 late scheduling fee may be assessed if scheduled less than 14 days prior to event.

$60 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/VIDEO CONFERENCING

The events team can stream to many different outlets. The most common are YouTube, Facebook or a hybrid event using Zoom or Teams. YouTube and Facebook would require the client to provide credential access to account to facilitate streaming on that platform. Zoom and Teams may also require alternative host level access to facilitate the event.

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