

Fee Structure for Conferences and Events

External Events		Internal Events
Media Fee <i>Large Rooms</i> ¹ Full Day - \$50/per room Half Day - \$35/per room	Small Rooms Full Day - \$25/per room Half Day - \$15/per room	Media Fee No Charge
¹ Rooms with installed PA systems are considered large rooms.		
Onsite Technician Business Hours - \$25/hour (No charge while school is in session) After Hours - \$35/hour		Onsite Technician Business Hours - \$15/hour (No charge while school is in session) After Hours - \$25/hour

Video Recording Rates (with Production Assistant²)

Fee schedule for rooms with installed video recording equipment		Fee schedule for rooms without recording equipment installed
External Events ³	Internal Events	Internal and External Events
Rooms: Theron, Cooper, Main Lounge, Stuart 6 <ul style="list-style-type: none"> No set-up fees \$25/hour during business hours \$50/hour after business hours. 	Rooms: Theron, Cooper, Main Lounge, Stuart 6 <ul style="list-style-type: none"> No set-up fees \$25/hour after business hours 	Multi-Camera productions <ul style="list-style-type: none"> Pricing on per project basis Outdoor Events <ul style="list-style-type: none"> Pricing on per project basis <i>Fees assessed for unequipped locations may include equipment and technician support.</i>

Events in video equipped rooms, approved for public distribution by the Office of Communications will be recorded at no charge.

²There are no additional fees in media equipped rooms for DIY recording using teleconferencing software

³Recording includes a link to raw footage of event. Editing services available for additional fee.

The Department of Digital Media
media@ptsem.edu
<http://links.ptsem.edu/8r7yzk>

A Live Streaming fees of \$50 will be assessed for pre-consultation. On site assistant PA required for all live-streaming events.