

Working with Electronic Media While Planning Your Event



Library 1501

(360) 867-6270

Monday – Thursday 8:30AM – 5:30PM, Friday until 5:00PM
Summer Hours M-F 9AM-3PM, Call to verify

Media Rates ♦ Production Planning Guide ♦ Media Classroom Info

**For audio, video, or media classroom help
use our online production request form**

www.evergreen.edu/media/em/productionrequestform.htm

GETTING HELP

Use our online form at the above URL to request production or classroom assistance.
You may call an EM Producer at x6270 to set up an event-planning meeting. Large events should plan for about 30-60 minutes. Most events require about 5-15 minutes of meeting time.

WHAT WE DO

- Audio, Video, Media: Production, Instruction, Technical Support
- Media Classroom Training & Support for the following buildings: SEM II, Library, Lecture Halls, and the Longhouse. NOTE: COM will be closed 2011-2013.

Contact us as soon as you have an idea that will require our assistance.

- Two to four weeks advance notice is ideal.
- Resources are limited.
- Short notice? We may not be able to help. Plan early!
- Call or email us. Even if your details are not in place, we can start a work request that will flag that you are planning an event and allow for follow up.

MEDIA CLASSROOM USE

- **View the space** prior to your event.
- **Call EM** with questions and to discuss event setup.
- **Scheduling details:** Is your event scheduled in a media classroom?
 - For S&A groups, obtain a CPR with event details.
 - Call an EM producer to discuss the event and obtain a signature.
 - Charges vary depending on the request.
 - Arrange for training. Call x6270.
 - To check out the media cabinet keys take the signed CPR and your ID to Media Loan during their business hours, 2nd floor of the Library, x6253.
 - **Obtaining proper training. Locking the equipment, and returning the key will be your responsibility.**

FAQ

Q: Do I have to pay for EM services?

A: Washington state code requires that funded campus groups, including Student Activities, be charged for services provided by Media Services groups. For all other groups, consult with an EM producer.

Q: What are your rates?

A: Visit <http://www.evergreen.edu/media/em/mediarates.htm>. This will give you a general idea of charges. When you meet with an EM producer you will get the actual charge or an estimate for large event requests. For S&A groups, this will be written up on your **CPR** and signed by an EM producer. Actual rates will be determined after an event is over.

Media Classrooms: \$50-\$60 per day. S&A groups only: no charge to your budget for in-house gear; includes training & key checkout. Charges to your budget for crew support or additional gear will be additional.

Small Wired Mic PA Package: Generally start at \$120-150 (equipment and crew for 2-hour event) depending on gear needed and event location/duration.

Medium PA: Most events start at about \$350 (equipment and crew for 2-hour event) and go up from there depending on gear and event location/duration. More for additional gear/crew hours.

Crew Charges: \$15/hour for students, \$35-50/hour for staff. Remember to include setup and strike time.

Q: Will I be charged for equipment checked out through Media Loan?

A: Yes, you will be charged for it. You may only check out equipment if approved by an EM producer or Media Loan staff.

Media Loan Gear: Call x6253 or visit the rate info listed above.

Data Projector & Screen: \$95 on up (try to schedule a media classroom)

Digital Cameras: \$10

Palmcorder: \$25

Q: How do I verify my request is understood?

A: After meeting with an EM producer, we will generate a work order along with an estimate that will be emailed to your advisor. If we have your email address we can also email a copy to you. You should review and verify the details and notify an EM producer regarding adjustments.

Q: What if there is a technical problem during my event?

A: For a labor fee you may request that a staff person be on hand during your event. You may also call x6270 during business hours.

Please let us know how we may be of assistance.

Best of luck!