



Event Planning Equipment List 2008 - 2009 Rates

Please contact Event Planning Services to reserve equipment at least 5 working days before your event. Call 491-0229.

**Audio, Visual, Video,
Projection, Phone and
Other Equipment**

Description

**CSU Student
Organization**

**CSU Department,
Staff & Faculty**

**Conference &
Guest Rate**

AUDIO

Cassette Player	Requires House Sound or PA System	\$5	\$15	\$25
CD Player	Requires House Sound or PA System	\$5	\$15	\$25
Microphone for Lectern	Included with lectern rental	No Charge	No Charge	No Charge
Microphone (Additional)	Wired; on stand or for panel discussion	\$5	\$10	\$20
Wireless Lavalier Mic	Requires House Sound or PA System	\$25	\$30	\$40
Wireless Handheld Mic	Requires House Sound or PA System	\$25	\$30	\$40
PC Speakers	Very low sound volume and quality	No Charge	No Charge	\$10
Self-Powered Speakers	Bookshelf speakers for medium volume of DVD playback in small meeting rooms	No Charge	No Charge	\$10

PIANOS

Steinway D Concert Piano	Theater only Tuning is scheduled for each performance	\$35	\$75	\$200
Baby Grand Piano	Available only in ballrooms & U-Club Tuning is scheduled twice per year	\$25	\$65	\$125
Upright Piano	Available for ballrooms and meeting spaces Tuning is scheduled twice per year	\$10	\$40	\$75
Piano Tuning	Instead of scheduled tuning, per request	Varies	Varies	Varies

PA/SOUND SYSTEMS

House Sound	Available in Main, North, & Cherokee Ballrooms, 228 & 230, Grey Rock, Theatre	No Charge	No Charge	No Charge
Announcement PA	4 hours labor included Additional 4 hours' use	\$75 \$50	\$95 \$50	\$200 \$100
Solo/Duo Performer PA	4 hours labor included Additional 4 hours' use	\$200 \$100	\$300 \$150	\$450 \$125
Band PA	4 hours labor included Additional 4 hours' use	\$300 \$200	\$400 \$230	\$600 \$300
Wurlitzer Organ	Theatre only	\$50	\$105	\$225

All set-up and AV Technician charges are included – you never pay for technical assistance!



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VIDEO				
Digital Video Camera	Image Magnification (big screen), or event archiving; first two hours' use	\$75	\$100	\$200
	Additional hourly use	\$10	\$10	\$10
Mini-DV Tape	Required for video recording; client can supply his/her own tape	\$12	\$12	\$12
DVD transfer from Mini -DV Tape	Includes a title and cursory edits	\$50	\$75	\$100
Television/DVD&VCR	TV/monitor w/ VCR/DVD Combo Permanently mounted in select rooms	No Charge	No Charge	No Charge
Television/DVD&VCR	TV/monitor with DVD/VCR combo on an a/v cart, with wheels	\$10	\$15	\$25

VISUAL/PRESENTATION

Chalk/Tack/White Board	On wheels	\$5	\$10	\$25
Egan Mobile	Large whiteboard on wheels	\$5	\$10	\$25
Flip Chart with Pad	Freestanding easel with pad of paper	\$10	\$15	\$25
Sign Stands, Framed	Holds 14" wide x 22" long inserts	No Charge	No Charge	\$5
Sign Stands, E-Clips	Lightweight, adjustable signs for ballroom events (2 nd Floor only)	No Charge	No Charge	\$5
Wood Easel	6' tall wood, v-shaped, with adjustable pegs	\$5	\$7	\$12

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PROJECTORS AND ACCESSORIES

LCD Projector	Ceiling-mounted, Proxima C-180 (in select rooms)	No Charge	No Charge	No Charge
LCD Projector	On an a/v cart with DVD/VCR, Proxima C-420	No Charge	No Charge	\$20
Overhead Projector	Projector used with transparencies	\$0	\$0	\$20
Projection Cart	40" tall cart, on wheels, with extension cord	No Charge	No Charge	No Charge
Slide Projector	35 mm slide projector with carousel tray	\$5	\$10	\$20
Movie Screen	18' x 28' in theatre only	No Charge	No Charge	No Charge
Portable 6' Diag. Screen	6' x 6' free-standing portable screen	\$0	\$0	\$20
VCR or DVD, Stand-Alone	For use with client's projector	\$5	\$10	\$20
Wireless Mouse	Requires USB port on laptop	\$5	\$10	\$20

PHONE EQUIPMENT

Speakerphone	Traditional speaker phone for 1-2 people	No Charge	No Charge	\$10
Polycom Conference Phone	Wireless "speakerphone" for groups of 2-20	No Charge	\$20	\$50

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OTHER EQUIPMENT				
Choral Riser	\$5/section	\$10/section	\$25/section	
Dance Floor	\$50	\$75	\$125	
Flags	No Charge	No Charge	No Charge	
Gaffer's Tape	\$20	\$25	\$35	
Lectern, Floor Box	\$10	\$20	\$35	
Lectern, Floor Open Style	\$10	\$20	\$35	
Lectern, Table Top	No Charge	No Charge	\$25	
Marley Dance Floor	\$75	\$150	\$200	
Pipe & Drape (Green)	\$2	\$4	\$5	
Pipe & Drape (Black)	\$4	\$6	\$7	
Portable Dividers	\$8	\$12	\$15	
Portable Lighting	\$125	\$150	\$200	
Staging, Ballroom	\$10	\$12	\$15	
Staging, Outside	No Charge	No Charge	No Charge	
Staging, Outside	\$75	\$100	\$150	
Staging, Outside	\$150	\$175	\$225	
Staging, Outside	\$300	\$325	\$375	
Table Rental	\$4	\$5	\$10	
Table Skirting	\$5	\$10	\$15	

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