After-hour and non-GBS event support is cost recoverable.

Requests for AV or other event support should be via e-mail to Support_Desk@bus.emory.edu at least two weeks in advance.

Information Services staff should direct people to the Associate Dean and/or their immediate supervisor should they become an initial contact.

Rates and method of payment will be determined by the Director of Multimedia Services and the Associate Dean, IT. Rates, below, are for typical setup requests.

**SETUP desk, podium or lectern**
- Large Desk - Disconnect, move and replace, reconnect and test desk in Goizueta building classroom - $100
- Podium - Disconnect, move, return, reconnect and test podium from Room 500 and - $100

**Panel and speaker microphones on site**
- $75 per day for first microphone; $25 for each additional microphone (max 5) per day.
- Use of GBS microphones includes 1/2 hr microphone setup time without charge.

**Video cameras rate per camera on site**
- First camera $175 per day. Two cameras $250 per day.

**Sound System**
- Daily $150 per day. System includes 2 powered speakers on stands, one wired handheld microphone and cables.

**Staff Time per person**
- Staff includes AV, network, videographer or photographer. Rates are $40 per hour during the normal 8-5 window weekdays. Rates for evening and weekends are at time and a half. Weekend billing time will also include travel time.

- A minimum staff charge of 2 hours is required per day for any event support. Non contiguous coverage requests on the same day will be charged from the beginning of the first session to the end of the last session for that day.

- These rates are exclusive of any space request related items (building fees, custodial, setup and teardown, catering, etc.) Requests to use School facilities must go through the Space Committee. Contact the CFO or a member of the GBS Space Committee to initiate a request.

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\[\text{Special requests or circumstances may incur additional charges. Relocating equipment such as the broadcast video cameras is an example of a special request.}\]