



Video Technology Services

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Fee Policy

Service fees are assessed to offset the cost of providing labor, equipment, and materials for activities not directly related to the core instructional mission of the university. Two categories of service are provided by CaTS. The types of fees charged for these categories are detailed below.

Category A Services:

- Labor fee
- No equipment fee
- Off campus delivery fee
- Damaged or lost replacement fee for equipment
- Material and out-of-pocket expenses fee
- Contracted services fee
- Overtime rates apply after hours (*See Hours Schedule*)
- Pre/ Post video production fee
- Call backs due to client error (*see callback fee*)
- Transportation requiring vehicle rental will be charged to the client
- Multiple trips/vehicles for the same activity are billed mileage and travel time
- External equipment and services rental charges apply

Category A Services are provided for:

- Sponsored research projects
- University administrative activities and meetings
- Pre-commencement-activities
- Commencement
- Convocations
- University meetings
- Staff in-service training programs
- Non-credit, workshops, seminars, or lectures, primarily for non-university participants, for which no fee is charged
- Social activities
- Service activities
- Fund-raising activities
- Department activities

- System design services
- Faculty in-service training programs
- University or departmental programs intended to advise or counsel students
- Student activities
- Pre-College camps
- Class activities held outside of assigned class time or classroom

Category B Services

- Labor fee
- Equipment fee
- Off campus delivery fee
- Material and out-of-pocket expenses fee
- Contracted services fee
- Overtime rates apply after hours (*See Hours Schedule*)
- Pre/ Post video production fee
- Call backs due to client error (*see callback fee*)
- Transportation requiring vehicle rental will be charged to the client
- Multiple trips/vehicles for the same activity are billed mileage and travel time
- External equipment and services rental charges apply

Category B Services are provided for:

- Non-university groups
- Maintenance and repair of departmentally owned university equipment
- Auxiliaries such as Athletics or the Nutter Center
- Any activity for which a full or partial cost-recovery fee is charged participants
- Equipment and System installations (*see Exceptions at the end of this policy*)



Video Technology Services

General Rate Card

Regular and overtime labor is billed campus door-to-door. There is a minimum one hour charge; charges are assessed in 1/2 hour increments. Holiday rates will apply to all dates that appear on the Wright State University official holiday schedule (www.wright.edu/hr/holiday).

Video Technology Services Office Hours

Monday - Friday8:00am - 5:00pm

Service Hours

Monday - Thursday8:00am - 11:00pm (Regular Labor Rate)

Friday.....8:00am – 5:00pm (Regular Labor Rate)

All Other Times.....Over-time Labor Rate

Holidays.....Double-time Labor Rate

Service Rates

Labor Rate**\$30.00/hour**

Over-time Rate.....**\$45.00/hour**

Holiday Rate**\$60.00/hour**

Call back is a minimum 4 hour charge

Facilities and Services

Contact CaTS for more information regarding flat rates, times, materials, out-of-pocket expenses and contracted services expenses.



Video Technology Services

Vehicle Fees (off main campus)

CaTS vans & trucks\$1.00 per mile

Rental vehiclesat cost

<u>Production Studio Rental</u>	<u>Studio Only</u>	<u>Studio + Lights</u>
Studio A per hour	\$75.00	\$150.00
Studio B per hour	\$50.00	\$100.00

Studio Meeting Space

Studio B\$50.00 for up to four hours

See CaTS Equipment and Facilities Policies on page 6

Video Support Services

See CaTS Video Services Rate Card on page 7

See Nutter Center Video Board Rate Card on pages 9-12

Contact Information

To schedule **Video Production Services** please contact David Stoneburner at **775-3688**

To schedule **Engineering and Duplication Services** please contact James Graham at **775-2881**

To schedule **Facilities** please contact Andy Montesano at **775-2802**



Video Technology Services

Equipment & Facilities Policies

Equipment and Service Charges

Please refer to the "Service Fee Policy" for more information on equipment rental and service charges. *The waiving of charges can only be authorized by CaTS.*

Video Production Service Scheduling

CaTS will make every effort to comply with all requests however; scheduling is based on equipment and personnel availability. When scheduling services and facilities, all orders must be requested during *Regular Operating Hours*. **Video Production Services require a minimum of 10 days lead time.** An additional **\$50.00** fee will be assessed for requests submitted past the stated deadlines. When scheduling on behalf of a client, one must confirm availability of equipment and personnel with CaTS before confirming the event with the client. *Please refer to the CaTS General Rate Card for Regular Operating Hours.*

Video Production Service Cancellations

Service cancellations must be made during *Regular Operating Hours and, 72 hours prior to your event.* The cancellation fee for campus sponsored events will be equal to one hour of labor (overtime and holiday rates apply), plus any extra costs accrued from freelance labor, rented equipment or pre-production labor. The cancellation fee for external clients will be the cost of equipment rental and labor for that event. *Please refer to the CaTS General Rate Card for Regular Operating Hours.*

Television Center Facilities

The television center studios are available on a per hour rental for video production events both live and taped. The per hour rental does not include video equipment, video production crew, engineering support or the use of the studio lighting system.

The television center Studio B is available as a meeting space for large departmental meetings, seminars, webinars, etc. Included in this space is the use of audio-visual equipment for your meeting. A podium with an installed computer, video projector and screen are available. *Please refer to the CaTS General Rate Card for pricing.*

For more information regarding the **Television Center Facilities** please contact Andy Montesano at **775-2802**.

Video Services Rate Card

Service	Description	Regular Rate	Overtime Rate*	Holiday Rate*
		<i>Rates are per hour</i>		
Labor Rate	Applies to all service requests supported by Video Technology Services. Includes Nutter Center activities (including athletics), Student Union Events, off-campus groups, and any campus activity or event funded via an admission charge, grant, etc.	\$30.00	\$45.00	\$60.00
EFP Crew	A single-camera electronic field production (EFP) video crew consisting of 1-2 FTE/PTE staff and 2 part-time student staff. Does not include engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$90.00	\$135.00	\$180.00
Studio Crew	Any multi-camera studio video crew consisting of 1-2 FTE/PTE staff and up to 7 part-time student staff. Does not include engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$130.00	\$195.00	\$260.00

Remote Video Crew	Multiple Source Video Productions (Switched video productions using videotape decks, DVDs, PowerPoint Presentation, multiple cameras, etc)	Flat Regular Rate	Flat Overtime Rate*	Flat Holiday Rate*
		<i>Rates are per hour</i>		
1 Camera Crew	Video Production crew consisting of one Director, one Camera Operator, and rental fees for one camera and other necessary production equipment. Does not include engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$60.00	\$90.00	\$120.00
2 Camera Crew	Video Production crew consisting of one Director, one Tape Operator, one Production Assistant, two Camera Operators, and rental fees for two cameras and other necessary production equipment. Does not include engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$120.00	\$180.00	\$240.00
3 Camera Crew	Video Production crew consisting of one Director, one Tape Operator, one Production Assistant, three Camera Operators, and rental fees for three cameras and other necessary production equipment. Does not include engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$150.00	\$225.00	\$300.00

*Overtime rates will apply Monday - Thursday between 11:00pm and 8:00am AND on weekends (after 5:00 PM Friday)

All rates have a one hour minimum charge

Video Technology Services

Live Streaming Service	Description	Regular Rate	Overtime Rate*	Holiday Rate*
		<i>Rates are per hour</i>		
See Multiple Source Productions	With every multiple source video production you have the option of streaming your event live from any location on campus.	\$30.00	\$45.00	\$60.00

*Overtime rates will apply Monday - Thursday between 11:00pm and 8:00am AND on weekends (after 5:00 PM Friday)

All rates have a one hour minimum charge

DVD/CD Duplication ¹	Description	Cost
Basic Video Duplication	One video tape source copied to one DVD master disk.	\$10.00
	One digital video tape source copied to one digital video tape destination.	\$10.00 + material cost
	Additional copies of master DVD disk.	\$2.50 ea. copy
Advanced Video Duplication	More than one tape, film or file source that would require editing, DVD authoring, transcoding, film conversion or special materials or handling.	\$30.00/hour + material cost

Please Note that we no longer duplicate to VHS video tape format.

¹ See Notes on page 13

Nutter Center Video Board Rate Card *(on campus clients only)*

Package	Package Description	Base Price	Additional Hour
4-STAR	This package includes: the necessary engineering & production crew to facilitate the display of a 4-camera production of your event on the Nutter Center video boards; playback of promotional videos ¹ ; creation and display of one event logo (graphic) ² ; creation and display of up to six lower-third graphics (i.e., name/title graphics) ^{2/3} .	\$840.00	\$160.00
3-STAR	This package includes: the necessary engineering & production crew to facilitate the display of a 3-camera production of your event on the Nutter Center video boards; playback of promotional videos ¹ ; creation and display of one event logo (graphic) ² ; creation and display of up to six lower-third graphics (i.e., name/title graphics) ^{2/3} .	\$470.00	\$80.00
2-STAR	This package includes: the necessary engineering & production crew to facilitate the display of a 2-camera production of your event on the Nutter Center video boards; playback of promotional videos ¹ ; creation and display of one event logo (graphic) ² ; creation and display of up to six lower-third graphics (i.e., name/title graphics) ^{2/3} .	\$380.00	\$70.00
1-STAR	This package includes: the necessary engineering & production crew to facilitate the display of a single camera production of your event on the Nutter Center video boards; playback of promotional videos ¹ ; creation and display of one event logo (graphic) ² ; creation and display of up to six lower-third graphics (i.e., name/title graphics) ^{2/3} .	\$250.00	\$50.00
BASIC STAR	This package includes: the necessary production crew to facilitate the display of an outside production company's production of your event on the Nutter Center video boards and/or; playback of promotional videos ¹ ; and creation and display of one event logo (graphic) ² .	\$160.00	\$40.00
BASIC LOGO	Creation and/or display of one event logo (graphic) ² on the Nutter Center video boards is quoted on a per event basis.	call for quote	call for quote
LIVE STREAMING SERVICE	With star packages 1 thru 4 you have the option of streaming your event live from the Nutter Center. Additional charges apply.	See Video Services Rate Card	

¹ See Notes on page 13

² See Notes on page 13

³ See Notes on page 13



Video Technology Services

Freelance Labor

CaTS will make every attempt to use in-house labor; however, there may be occasions when it is necessary to hire freelance labor. Additional labor charges will apply if this happens.

Special Configurations

The listed base prices are for the standard configuration of the Nutter Center video board system with in-house A/V equipment. Additional labor hours and/or equipment rental charges may apply if in-house cameras are unavailable or if special configurations are needed.

Please contact David Stoneburner at **775-3688** for an estimate.

Nutter Center Video Board Rate Card *(off campus clients only)*

Package	Package Description	Base Price	Additional Hour
4-STAR	This package includes: the necessary engineering & production crew to facilitate the display of a 4-camera production of your event on the Nutter Center video boards; playback of promotional videos ¹ ; creation and display of one event logo (graphic) ² ; creation and display of up to six lower-third graphics (i.e., name/title graphics) ^{2/3} .	\$2280.00	\$170.00
3-STAR	This package includes: the necessary engineering & production crew to facilitate the display of a 3-camera production of your event on the Nutter Center video boards; playback of promotional videos ¹ ; creation and display of one event logo (graphic) ² ; creation and display of up to six lower-third graphics (i.e., name/title graphics) ^{2/3} .	\$1930.00	\$120.00
2-STAR	This package includes: the necessary engineering & production crew to facilitate the display of a 2-camera production of your event on the Nutter Center video boards; playback of promotional videos ¹ ; creation and display of one event logo (graphic) ² ; creation and display of up to six lower-third graphics (i.e., name/title graphics) ^{2/3} .	\$1580.00	\$70.00
1-STAR	This package includes: the necessary engineering & production crew to facilitate the display of a single camera production of your event on the Nutter Center video boards; playback of promotional videos ¹ ; creation and display of one event logo (graphic) ² ; creation and display of up to six lower-third graphics (i.e., name/title graphics) ^{2/3} .	\$1350.00	\$50.00
BASIC STAR	This package includes: the necessary production crew to facilitate the display of an outside production company's production of your event on the Nutter Center video boards and/or; playback of promotional videos ¹ ; and creation and display of one event logo (graphic) ² .	\$500.00	\$40.00
BASIC LOGO	Creation and/or display of one event logo (graphic) ² on the Nutter Center video boards is quoted on a per event basis.	call for quote	call for quote
LIVE STREAMING SERVICE	With star packages 1 thru 4 you have the option of streaming your event live from the Nutter Center. Additional charges apply.	See Video Services Rate Card	

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Notes

¹ **WARNING!** Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted photographs, music, motion pictures, and videotapes. CaTS is committed to compliance with the United States Copyright Revision Act of 1976 and 1980 Amendments relating to the reproduction and display of copyrighted materials. *Copyrighted materials will be displayed only when CaTS has been provided with appropriate documentation from the copyright holder(s) granting permission to use the materials.* See standards sheet for videotape formats and requirements.

² CaTS must be provided with all artwork at least five working days prior to the event in which it will be used. Failure to comply with this requirement may result in a rush fee. (Additional charges may also be assessed for graphics work if artwork does not comply with the formatting indicated on the standards sheet.)

³ **BASE PRICING:** The listed base prices are calculated for events lasting 3-hours or less (including set up & strike). For events longer than 3-hours, additional hourly charges (as indicated) will be assessed in 1/2-hour increments. The base price does not include any costs related to the creation of graphics and/or videos that will be displayed on the video boards during the event. In addition, the base price does not include any charges that may be assessed by the Nutter Center for use of the video board system.