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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

## General Rate Card

Regular and overtime labor is billed campus door-to-door. There is a minimum two-hour charge; charges will be 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](http://www.wright.edu/hr/holiday)).

### Video Technology Services Office Hours

Monday – Friday .....8:00 AM – 4:30 PM

### Service Hours

Monday – Thursday .....8:00 AM – 10:00 PM..... Regular labor Rate  
Friday.....8:00 AM – 5:00 PM..... Regular labor Rate  
All other times.....Over-time labor rate  
Holidays.....Double-time labor rate

### Service Rates

Labor Rate..... \$40.00/hour  
Over-time Rate..... \$60.00/hour  
Holiday Rate..... \$80.00/ hour  
.....Minimum 2-hour charge for services.....  
....Call back-minimum 4-hour charge/ Overtime and Holiday Rates Apply....

### Facilities and Services

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

### Vehicle Fees (off main campus)

CaTS vans and trucks ..... \$1.00 per mile  
Rental vehicles ..... cost

### Production Studio Rental (external clients only) Studio Only Studio + Lights

Studio per hour .....\$75.00..... \$150.00

### Studio Meeting Space

*See CaTS Equipment and Facilities Policies*

### Video Support Services

*See CaTS Video Services Rate Card*

*For more information on VTS services and facilities contact Andy Montesano at 937-775-2802 or [andy.montesano@wright.edu](mailto:andy.montesano@wright.edu).*

## Equipment & Facilities Policies

### **Equipment and Service Charges**

Please refer to the "Service Fee Policy" for more information on equipment rental and service charges.

### **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 14 days lead time. An additional \$100.00 fee may 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.

To schedule video services please go to <http://www.wright.edu/vts> and submit the VTS Services Request form.

### **Video Production Service Cancellations**

Service cancellations must be made during Regular Operating Hours, and 72 hours prior to your event to avoid cancellation fee. The cancellation fee for any event will be \$50.00. Additional fees may be assessed to cover the cost of equipment rental and additional labor for that event. Please refer to the CaTS General Rate Card for Regular Operating Hours.

### **Video Production Facilities**

The video production studio is available on a per-hour rental for external video production events. The per-hour rental does not include video equipment, video production crew, engineering support or the use of the studio lighting system.

### **WSU Web TV/Video On Demand**

Effective July 1, 2016, all Wright State produced videos must be closed captioned in order to be archived on WSU WebTV for video-on-demand. The cost for this service is \$1.00 per minute.

For more information regarding VTS Policies please contact Andy Montesano at 775-2802.

## Video Services Rate Card

SERVICE	Description	Regular Rate (per hour)	Overtime Rate* (per hour)	Holiday Rate* (per hour)
<b>Labor Rate</b>	Applies to all service requests supported by Video Technology Services. Includes Nutter Center events (including athletics), Student Union Events, off-campus groups, and any campus activity or, event funded via an admission charge, grant, etc.	\$40.00	\$60.00	\$80.00
<b>EFP Crew</b>	A single-camera electronic field production (EFP) video crew to include a Director, camera op, audio op and lighting. Does not include additional crew labor, engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$120.00	\$180.00	\$240.00
<b>Studio Crew</b>	Any multi-camera studio video crew consisting of 1-2 FTE/PTE staff and up to 7 part-time staff. Does not include additional crew labor, engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$150.00	\$225.00	\$300.00
<b>Remote Video Crew</b>	<b>Multiple Source Video Productions</b> (Switched video productions, PowerPoint presentations, multiple cameras, etc.)	Regular Rate (per hour)	Overtime Rate* (per hour)	Holiday Rate* (per hour)
<b>1 Camera Crew</b>	Video Production crew consisting of one Director, one Camera Operator. Does not include additional crew labor, engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$80.00	\$120.00	\$160.00
<b>2 Camera Crew</b>	Video Production crew consisting of one Director, two Camera Operators. Does not include additional crew labor, engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$160.00	\$240.00	\$320.00
<b>3 Camera Crew</b>	Video Production crew consisting of one Director, three Camera Operators. Does not include additional crew labor, engineering labor, freelance labor, or additional equipment charges that may be required at the discretion of CaTS.	\$240.00	\$360.00	\$480.00

\*Overtime rates will apply Monday through Thursday between 10:00 PM and 8:00 AM AND on weekends (after 5:00 PM Friday)

*All rates are two-hour minimum charge.*

Live Streaming Service	Description	Regular Rate (per hour)
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

DVD/ CD Duplication	Description	Cost
Video File Duplication	One video recording copied to one DVD master disk.	\$10.00
“	Additional copies of master DVD disk.	\$4.00 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.	\$40.00 per/ hour + material cost

**\*\*\*WSU WebTV/ Video-On-Demand\*\*\***

*Effective July1, 2016, all Wright State produced videos must be closed captioned in order to be archived on WSU WebTV for video-on-demand viewing. The cost for this service is \$1.00 per minute.*

**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 are 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.*

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

PACKAGE	PACKAGE DESCRIPTION	BASE PRICE	ADTL. HOUR
<b>4-STAR</b>	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*.	\$920.00	\$184.00
<b>3-STAR</b>	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*.	\$855.00	\$171.00
<b>2-STAR</b>	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*.	\$790.00	\$158.00
<b>1-STAR</b>	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*.	\$595.00	\$119.00
<b>BASIC STAR</b>	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*.	\$330.00	66.00
<b>BASIC LOGO</b>	Creation and/or display of one event logo (graphic) ** on the Nutter Center video boards is quoted on a per event basis.	call for quote	call for quote
<b>CONTENT CREATION/ PRE-POST EDITING</b>	Creation of any graphic (Logo) and/ or video content will be billed at an additional charge. All pre-event and post-event editing will be billed at an additional charge**.	\$40.00 p/h	
<b>LIVE STREAMING SERVICE</b>	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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\*\* CaTS VTS 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.)

### \*\*\* **BASE PRICING**

The listed base prices are calculated for events lasting 5-hours (including set up & strike). For events longer than 5-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. Base pricing is subject to change based on event requirements after client consultation.

### **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 Andy Montesano at 937-775-2802 for an estimate.

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

PACKAGE	PACKAGE DESCRIPTION	BASE PRICE	ADTL. 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*; creation and display of one event logo (graphic)**; creation and display of lower-third graphics (i.e., name/title graphics). **/ ***	\$2,320.00	\$184.00
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*; creation and display of one event logo (graphic)**; creation and display of lower-third graphics (i.e., name/title graphics). **/ ***	\$2,155.00	\$171.00
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*; creation and display of one event logo (graphic)**; creation and display of lower-third graphics (i.e., name/title graphics). **/ ***	\$1,925.00	\$145.00
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*; creation and display of one event logo (graphic)**; creation and display of lower-third graphics (i.e., name/title graphics). **/ ***	\$1,695.00	\$119.00
BASIC STAR	This package includes the necessary production crew to facilitate the display of your event on the Nutter Center video boards and/or; playback of promotional videos*.	\$1,030.00	\$66.00
BASIC LOGO	Creation and/or display of one event logo (graphic) ** 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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