

**Instructional Media Services  
State University of New York at New Paltz  
Conference and Event Price List**

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person – IMS: \_\_\_\_\_

Contact Person – Event: \_\_\_\_\_

Telephone: \_\_\_\_\_

Personnel Charge at \$30 per hour for IMS professional staff member: \_\_\_\_\_

**Most Charges are Per Use**

**Audio Equipment:**

1 or 2 wired microphones	\$ 30.00	_____
Sound system with wireless microphone	40.00	_____
Large group (75+) sound system with multiple microphones	60.00	_____
Portable sound system with wireless microphone	50.00	_____

**Computer and Video Related Equipment:**

Data/video projector with computer in Smart Classroom	100.00	_____
Data/video projector and computer on mobile cart	80.00	_____
Data/video projector with DVD/VHS player	100.00	_____
Document camera	30.00	_____

**Miscellaneous Equipment:**

DVD/VHS player with Television on cart	20.00	_____
Easel	10.00	_____
Flipchart	10.00	_____
Portable CD/cassette player	10.00	_____
Overhead transparency projector	10.00	_____
Screen with tripod base	10.00	_____
35mm Slide Projector	20.00	_____
Xenon 35mm Slide Projector for large venue	50.00	_____
Rear projection screen 9'x12'	100.00	_____
Set-up/breakdown for 9' x 12' rear projection screen	200.00	_____

**Video Recording:**

Videotaping service on digital videotape – charge is per hour	75.00	_____
Digital Videotape – depending on length - each	8.00 to 20.00	_____
Dub to DVD - first copy	15.00	_____
- each additional	2.00	_____

**Teleconference Service:**

Satellite downlink – charge is per hour	100.00	_____
Videoconference service – charge is per hour	100.00	_____
If we dial to site, telephone charge	13 cents per line per minute	_____

Total	_____
Less discount, if applicable	_____
Total due to IFR account #900-312	_____

Mail check to: Instructional Media Services  
SUNY New Paltz, Lecture Center 2  
1 Hawk Drive, New Paltz, NY 12561

(845) 257-3630 - Office  
(845) 257-3646 - Fax