

# Videoconference Request Form

K-State @ Salina - Media Services Dept.

2310 Centennial Rd, Salina KS 67401 Ph: (785) 826-2628 Fax: (785) 826-2632

Name of Requesting Group: \_\_\_\_\_ Event Type:  Interactive TV/Polycom (ITV)  
 Satellite Downlink (SDL)

Event Title/Theme: \_\_\_\_\_

Group Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Bill To Name: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Parking permits are required to park on the K-State campus. Temporary (1-day event) permits are available at \$1 each.

Please indicate: \_\_\_\_\_ (quantity needed)

- Mail them in advance of event (by: \_\_\_/\_\_\_/\_\_\_).
- Have them ready to pick up at event.
- Evening/Weekend: None needed.

**OFFICE USE ONLY**

\_\_\_ # sent      \_\_\_ # handed out  
\_\_\_ # picked up      \_\_\_ TOTAL

Comments: \_\_\_\_\_

Refreshment/M meal Request: \_\_\_\_\_

Will Event be recorded? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes indicate dubbing charge: \_\_\_\_\_

I understand that event requests must be approved in advance by the Media Services Department. All requests are approved in accordance with University regulations regarding use of KSU facilities and are subject to cancellation if conditions make it necessary. I understand that requesting groups will be responsible for their group's activities and conduct during the function and may be required to pay for repair or replacement of damaged areas or items and lost or stolen equipment while in the group's possession.

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Campus Sponsoring Dept? \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:      Date Requested: \_\_\_/\_\_\_/\_\_\_      Map Sent: \_\_\_\_\_      State Agency: Y N  
Tax Exempt?: Y N      Exemption Certificate on File? Y N

**Videoconferencing Charges**

ITV Charge: \_\_\_\_\_ hrs x \$17.50 \*  
ITV Technician Fee: \_\_\_\_\_ hrs x \$45 \*  
ITV Connection Fee: \_\_\_\_\_ \$18  
ITV Long Distance Phone Chg - actual cost  
 IP address: \_\_\_\_\_  
 ISDN lines: \_\_\_\_\_  
Coordination Fee: \_\_\_\_\_ hrs x \$60/hr

\* 20% add'l for weekends

**Room & Equipment Charges:**

Media Studio Room Rent (\$70 per day) = \_\_\_\_\_  
TAC Bldg Telenet Room Rent (\$70/day) = \_\_\_\_\_  
Projector rental \_\_\_\_\_ hrs x \$11  
Projection Screen \_\_\_\_\_ days @ \$4/day  
VCR rental \_\_\_\_\_ days @ \$15/day  
Photocopies: \_\_\_\_\_ x \$.03 each

**Videorecording/Production Charges:**

Pre-production setup: \_\_\_\_\_ hrs @ \$19/hr (\$25/hr ext.)  
Video Production: \_\_\_\_\_ hrs @ \$33/hr (\$45/hr external)  
Computer Editing: \_\_\_\_\_ hrs @ \$25/hr (\$33/hr external)  
Dubbing (transfer to VHS): \_\_\_\_\_ copies  
• first tape \_\_\_ \$8 (\$11 external)  
• add'l tapes \_\_\_ \$1/tape (\$2 external)

INVOICE # \_\_\_\_\_