

William L. Yates Conference Center

Audiovisual Request Form 2016



Contact				Today's Date			
Event Name				Event Date			
Item	Cost	Congaree	Saluda	Edisto	Waccamaw	Board Room	Renter's Initials
LCD Projector 4000 Anci-Lumen (Congaree-Front)	\$200.00						
Screen 12' - Front Wall (Congaree)	\$50.00						
LCD Projector 4000 Anci-Lumen (Congaree-Side)	\$200.00						
Screen 12' - Side Wall (Congaree)	\$50.00						
LCD Projector - 2300 Anci-Lumen (Saluda, Edisto, Waccamaw, Board Room)	\$100.00						
Screen 8' (Saluda, Edisto, Waccamaw, Board Room)	\$30.00						
LCD Projectors-2300 Anci-Lumen and Screens 8' (Saluda and Edisto Combined as One Room)	\$250.00						
Electronic Smart Board	\$200.00						
Laptop for Presentation	\$100.00						
Laptop with Hardwired Internet	\$140.00						
Skype (Laptop, Internet & Software Application)	\$175.00						
High Speed/Hardwired Internet Access (5 – 20 MB Connection)	\$50.00						
LCD Cart (Cables & Electrical – Client's Laptop & Projector)	\$50.00						
Client's Laptop Connected to House Sound System (Webinar, Audio Lync, Skype)	\$30.00						
Conference Center Laptop Connection to House Sound System	N/C						
DVD with House Sound	\$30.00						
CD Player with House Sound	\$20.00						
Presentation Remote/Laser Pointer	\$20.00						
Digital Overhead Projector (Document Camera)	\$50.00						
Wireless Lavalier Microphone	\$70.00						
Wireless Handheld Microphone	\$35.00						
Corded Handheld Microphone	\$35.00						
Tabletop and/or Floor Microphone Stands	N/C						
Hall Monitor (Behind Registration Table)	\$100.00						
Audio-Conferencing System	\$100.00						
Speaker/Conference Phone	\$20.00		See audio conferencing				
Easel with Pad and Markers	\$20.00						
Dry Erase Board with Markers	\$20.00						
Display Easel	\$10.00						
Exhibit Setup (6' Table, Linen, 2 Chairs) – per Table	\$20.00						
Panel Table Setup (Skirted Table/s and Chairs)	\$20.00						
Standing Podium with/without Microphone	N/C						
Tabletop Podium	N/C						
Double Linen Draped Table/s (per Table)	\$5.00						
Subtotal							
20% Service Charge							
Total AV							
Prices per day, per room.	Onsite Copier Service	Black/White Copies \$0.15 each			Color Copies \$0.25 each		

AV requests made less than 72 hours in advance are subject to availability.