

Educational Technology Services (ETS)

2008-2009 Audio Visual Guidelines

- **NORMAL BUSINESS HOUR EVENTS DEADLINE:** Any Audio/Visual Equipment Requests scheduled for normal business hours (8am to 5pm, M-F) requires a **prior 48 business-day hour notice** before the start of your event. Without this prior notice, we may not be able to supply your event due to schedule conflicts.
- **OVERTIME HOUR EVENTS DEADLINE:** Any Audio/Visual Equipment Requests scheduled for after 5pm on weekdays, anytime on the weekends, or anytime during a university scheduled holiday requires a **prior 5 business-day notice** before the start of your event. Without this prior notice, we may not be able to supply your event due to schedule conflicts.
- **TECHNICIAN OVERTIME CHARGE:** Any event that requires a technician(s) to work after 5pm on weekdays, anytime on the weekends, or anytime during a university scheduled holiday, a **minimum \$75.00 charge will be incurred for any part of the first three hours of overtime worked by each technician. And \$25.00 will be charged for every additional hour or any part of an hour worked thereafter.**
- **OPTIONS FOR THOSE UNABLE TO PAY OVERTIME:**
 1. **Checkout:** If you are unable to pay overtime charges, your first option is to checkout the equipment needed. Equipment checkout is available for all Faculty and Staff members. A valid University of Texas at Tyler identification card and Texas Driver's License or Identification card is required at checkout. All currently attending students must go through the Student Activities department to checkout equipment.
 2. **Pre-Set up:** The ETS office can set up the equipment needed prior to your event during regular business hours at no cost to you. You will still be required to checkout the equipment, therefore making you responsible for damaged or stolen items within the set up.
 3. **Appeal:** In the case that neither options 1 or 2 are feasible for your event, The Director of the ETS office has the option to waive any fees on a case by case basis.

- Equipment is available on a first-come first-serve basis. Therefore, submitting a request does not guarantee an equipment reservation.
- A replacement charge for damage to or the loss of an item will be assessed as necessary.
- We will no longer accept equipment requests over the phone, or in person. Request(s) must be completed through Astra or e-mail at avservices@uttyler.edu
- Only faculty and staff are allowed to check out audio/visual equipment directly from ETS.
- All equipment requests for students must go through the Student Activities Department. If the Student Activities Department is unable to provide proper equipment for a student, the Student Activities Department may request the equipment from the ETS Department on the student's behalf.
- The type of equipment available for check out is determined by the ETS department.
- ETS reserves the right to determine when to stop delivery, set-up, operation, and retrieval of equipment during inclement weather.