

## SUPPORT SERVICE PRICING INFORMATION

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Service	Pricing Information	Contact Email
Technical Assistance/Equipment (not Vaughn Auditorium)	After-hour fee of \$30/hour with a 3-hour minimum.	<a href="mailto:stephenmyers@uttyler.edu">stephenmyers@uttyler.edu</a>
Technical Assistance in the Cowan Vaughn Auditorium	Email for pricing estimate	<a href="mailto:mstephens@uttyler.edu">mstephens@uttyler.edu</a>
Catering	903.566.7244	<a href="mailto:catering@uttyler.edu">catering@uttyler.edu</a>
Certified Crowd Manager	\$10/hour/person (one [1] required for every 250 attendees)	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
Event Setup/Tear-down (after hours)	Rates are based per person per hour with a 2-hour minimum.  <i>Monday - Friday \$21</i> <i>Saturday \$22</i> <i>Sunday/Holiday \$23</i>	<a href="mailto:challeck@uttyler.edu">challeck@uttyler.edu</a>

Service	Pricing Information	Contact Email
Facility Cleaning (external clientele)	Rates are based per person per hour with a 2-hour minimum.  <i>Monday - Friday \$18</i> <i>Saturday/Sunday \$21</i> <i>Afterhours \$21</i>	<a href="mailto:challeck@uttyler.edu">challeck@uttyler.edu</a>
HPC Tables and Chairs	6' Tables are \$2/each Chairs are \$1/each	<a href="mailto:rmcgill@uttyler.edu">rmcgill@uttyler.edu</a>

House Manager (Cowan Center Only)	\$25/hour (required when the front doors are opened)	<a href="mailto:ehutson@uttyler.edu">ehutson@uttyler.edu</a>
Porter Services	Rates are based per person per hour with a 2-hour minimum.  <i>Monday - Friday</i> up to \$21 <i>Saturday</i> \$22 <i>Sunday/Holiday</i> \$23	<a href="mailto:challeck@uttyler.edu">challeck@uttyler.edu</a>
Ushers (Vaughn Auditorium Only)	Email for pricing estimate	<a href="mailto:ehutson@uttyler.edu">ehutson@uttyler.edu</a>
Security Onsite provided by UT Tyler Police Department	Rates are based per person per hour with a 2-hour minimum.  <i>Shuttle Driver</i> \$27 <i>Public Safety Officer</i> \$25 <i>Police Officer</i> \$37 <i>Supervisor</i> \$45  Number and type is at the discretion of UTPD.	<a href="mailto:police@uttyler.edu">police@uttyler.edu</a>
Ticket Events (Cowan Center Only)	Email for pricing estimate	<a href="mailto:tholland@uttyler.edu">tholland@uttyler.edu</a>

Support Service contact information is listed above. However, [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu) is available to assist if needed.