

# Audiovisual Technician Policy

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All programs requiring Student Center technical assistance should consider requirements and equipment needs promptly. Audiovisual scheduling is done on a first come - first serve basis. Every attempt is made to schedule a sound technician at straight time. However, there are limited Arena Technicians to service campus, and multiple programs on the same day and/or week may potentially create overtime rates.

Requests for equipment and/or technical assistance must be received in the Student Center Scheduling Office a minimum of 10 working days prior to the program. All staff schedules are finalized on Wednesday afternoon for the following week Monday - Sunday. All requests made after 12:00 noon on Wednesday, one week prior to the program, will result in a \$25.00 late fee and possible overtime charges if the request can be accommodated. In many cases, the Scheduling Office is unable to notify a customer of these overtime rates until the audiovisual schedule is complete. All Sundays and holidays are double time for the Arena Technician. Student technician labor is unaffected.

All requests must be made through the Student Center Scheduling Office during normal office hours of 8:00 am - 4:30 pm, Monday - Friday. Late cancellations of less than two working days are subject to a two hour minimum labor fee per technician at the pre-established rate, plus any applicable equipment fees.