

Electronic Media Services Rate Card

The Division of Information Technology's Electronic Media Services team provides academic event video capture, live audio/video streaming, remote support of virtual events, professional media production/editing and educational media consulting services. These professional services – available to colleges, departments and other units at Kansas State University – are subject to cost recovery and are invoiced based on the rates below. Please see the Terms, Conditions and Fees for important requirements or additional fees that may be associated with these services. Visit k-state.edu/video for guidance and to request services.

All rates effective November 1, 2020

On-Location Event Capture – Single Camera Base Rate \$107 per hour

A single video camera operator will record your on-location event, integrating any projected visual aids (if readily available) and sound from the facility (if readily available). One or two wireless microphones are provided for recording purposes if facility sound is not available. Your event can also be streamed live to the Internet via a URL and/or embed code you can place on your website. Standard events typically require one or more hours of setup, testing and teardown time, which are also invoiced at the Base Rate.

Option – Professional Live Captioning (in addition to Base Rate) \$116 per hour

Achieve legally required accessibility compliance with the Professional Live Captioning service. A live transcription professional will provide Communication Access Realtime Translation (CART) captions for your live event. The live captions can also be used with the on-demand recording of the event. The Professional Live Captioning rate is added to the Base Rate, but only for the duration of the event.

Option – Additional Camera (in addition to Base Rate) \$52 per hour, per camera

If your event requires additional camera angles, one or more additional cameras can be added at a per-camera rate. Your service coordinator can help you understand if your event would benefit from additional cameras (see k-state.edu/video for details). The Additional Camera rate is added to the Base Rate and includes a camera operator.

Option – Additional Utility Personnel (in addition to Base Rate) \$29 per hour, per person

The capture of your event may involve production complexities that necessitate additional production utility personnel. Your service coordinator can help you understand if your event requires additional utility personnel (see k-state.edu/video for details). The Additional Utility Personnel rate is added to the Base Rate for each additional person required.

Virtual Event Remote Support – Base Rate \$52 per hour

Electronic Media Services personnel will remotely help you set up your virtual event and assist in its technical execution. Attendees can join the event using collaboration tools like Zoom or watch via a live streaming platform like YouTube Live. Standard events typically require one or more hours of setup and testing time, which are also invoiced at the Base Rate. Event registration and moderation support are not provided as part of this service.

Option – Professional Live Captioning (in addition to Base Rate) \$116 per hour

Achieve legally required accessibility compliance with the Professional Live Captioning service. A live transcription professional will provide Communication Access Realtime Translation (CART) captions for your live event. The live captions can also be used with the on-demand recording of the event. The Professional Live Captioning rate is added to the Base Rate, but only for the duration of the event.

Media Editing and Consultation \$52 per hour

Instructional media professionals will edit your original media content into a polished, effective audio/video product, incorporating titling, sequence editing, audio mixing, graphic insertion, and conversion from one type of media to another where appropriate. They can also guide you through the production project process – conceptualization, budgeting, script-writing, location scouting, casting, scheduling, creating a shot list, and other tasks that help make your project a success. Ancillary products and services like professional voiceovers, stock footage, and professional transcription/captioning are available at additional cost. An initial exploratory meeting and project consultation is typically provided at no charge.

Creative Production \$107 per hour

Whether recording on-location or in the studio, media professionals will use their cameras, lighting and sound equipment to capture audio and video of interviews, tours, demonstrations, and other creative materials that can be integrated into your audio/video project. Creative production goes beyond basic event capture and can include composed imagery, controlled lighting and sound, and multiple takes.

Data DVD Archival \$6 per disc

Your event video or media project can be archived to DVD media. DVDs are delivered in paper sleeves and without labels, but they are inkjet printable through third parties arranged outside of this service. Please note that data DVDs are intended to be accessed using computers and are typically not capable of playback in standalone DVD players.

Terms and Conditions

General Terms: Video and Engineering Services in the Division of Communications and Marketing coordinates all service requests for Electronic Media Services (EMS). All requests should be submitted using the forms and instructions at k-state.edu/video.

All hourly-billed services are rounded to the next quarter hour, with a minimum charge of one hour.

In addition to the applicable rates specified in the schedule of charges, the Client agrees to fully pay for incidental costs EMS incurs resulting from client project work, including (but not limited to) materials, external or outsourced services, travel and lodging expenses (required as determined by EMS), and costs considered by EMS to fall outside the scope of the standard service offering. Any arrangements for special pricing or payment terms outside this agreement must be made via written agreement before any work begins.

All responsibility for licensing, copyright clearances, appearance releases, and other legal compliance matters rests solely with the Client, including (but not limited to) requirements set forth in the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the Digital Millennium Copyright Act, and K-State PPM Chapters 3020, 3025, 3320, 3420, 3433 and 7095. All intellectual property rights are retained by the Client, their assign(s), or the respective rights holder(s). After a project is fully delivered to the Client, EMS removes all physical and digital project assets in its possession. EMS is not responsible for maintaining project content after a project is completed and delivered.

These terms, conditions and fees are subject to change without notice.

Changes to Requirements and Costs: While EMS strives to adequately plan and account for all project costs in advance, circumstances may arise that result in modified cost requirements (for instance, if a change in the project's scope or logistics requires additional time, equipment or personnel). Whenever possible, EMS will advise the Client of additional costs before they are incurred. The Client agrees to pay for all services rendered and costs incurred by EMS, regardless of previous estimates. Professional Live Captioning services are billed for the scheduled or actual duration of the event, whichever is greater, rounded to the next quarter hour. EMS reserves the right to make the final determination of technical and resource requirements for a project.

Requirements for On-Location Events: EMS is not responsible for booking event facilities, amenities, or facility support. On-Location Event Capture services do not include amplified sound or video projection for on-site attendees. The event facility must be available to EMS employees at least two hours prior to the event start time to allow adequate time for setup and testing.

Before and during an event, EMS videography personnel are focused on the successful recording of the event and are generally unable to assist with event handler duties such as loading slideshows, troubleshooting computer issues, or operating facility lights, sound, and other equipment. The Client is expected to coordinate those responsibilities with event facility personnel or other parties as appropriate.

Requirements for Live Streaming and Professional Live Captioning: Live streaming services require the facility to provide an easily accessible, wired Internet connection with sufficient upstream bandwidth. The Client is required to provide to EMS a copy of any visuals and/or prepared remarks at least 24 hours in advance of the event to ensure accurate real-time captioning. EMS is not responsible for technical issues, errors, omissions, or associated costs resulting from a failure to satisfy these requirements.

Fees

Services Provided Outside Standard Business Hours: Standard business hours are 8:00 a.m. to 5:00 p.m. CT, Monday through Friday, excluding university holidays. Event Capture services and Virtual Event Remote Support services for events beginning and/or ending outside of standard business hours are subject to an additional after-hours fee of \$50 per event, per day.

Late Booking: EMS reserves the right to decline requests for service for any reason, including (but not limited to) scheduling conflicts and prior commitment of necessary equipment and personnel. Accepted requests for Event Capture, Virtual Meeting Remote Support, or audio/video production received within 10 business days of the event or production activity are subject to a \$50 late booking fee.

Cancellations: In the event a project is canceled, EMS will invoice the Client for all work previously performed, including any incidental costs already incurred. Event Capture and/or Virtual Event Remote Support requests canceled within 48 hours of the event are subject to a cancellation fee equal to the estimated Live Streaming/Professional Live Captioning costs or \$150, whichever is greater.