

McNamara Alumni Center Virtual & Hybrid Meetings and Events

Add-on Options	Description
Additional AV staff labor hours	Per hour labor charge for hours worked beyond the 4 hours included in your base package.
Pre-event AV staff labor hours for rehearsal	Per hour labor charge for rehearsals, remote or onsite.
AV Technician	Sets up and operates all sound equipment including the mixing board, microphones, and special equipment needed to pull audio in from remote event participants.
Standard HD switcher package	This switcher includes up to 4 inputs and one graphic (still) store - integrates a camera feed and three laptops. Can store one graphic for a title slide. The still store graphic is captured from a laptop display and done on site before the event. Any image displayed on a laptop (full screen) can be captured and stored as a source to switch to.
Advanced switcher package	This switcher include allows for than 4 inputs. This switcher setup does multiple graphics (still store) and also is able to do Lower Third graphics (ie: name keys overlayed on top of the video shot). Finally, this setup is able to do the side by side (multi-viewer) video setups which is usually a camera shot in one window and the computer PP show in the other window. This may incur additional labor charges for the streaming technician to create the Lower Third graphics in advance.
Playbackpro video system	Provide seamless video playback (eliminates background controls in guests view).
Lighting package	To enhance lighting options specific for filming needs in certain event spaces.
Presenter laptop	Additional Windows laptop.
Second camera (bump shot)	Additional camera.
Stage Riser	Raises the camera off the ground when necessary.
Post production AV staff editing labor hours	Labor per hour for editing to final format.
Unedited high quality raw footage recording	All filming footage of the event.
Video compression	Compress segments to final video format(s).
Large meeting in Zoom (beyond 500)	For meetings up to 500, there is no additional cost. Meetings with 500 participants and above incur an additional charge.
Webinar in Zoom (beyond 1,000)	For webinars up to 1,000, there is no additional cost. Webinars with 1,000 participants and above incur an additional charge.
Confidence Monitor	A dedicated screen in front of preseters to follow along with their slides.
Flatscreen	A large flatscreen monitor to display video onsite, can be used in camera view or not.