



Audio Visual Add-On Menu

Unless specified, all items below can be ordered in addition to an A/V package when using the Conference Room. The items designated with an asterisk may be ordered when using the Board Room.*

A/V Item	Details	Rate	Selection <i>Please include quantity, as applicable.</i>
Handheld Wireless Microphone	All microphone A/V requests include the use of surround sound speakers and audio mixing/channel balancing.	\$50	
Lapel Microphone	All microphone A/V requests include the use of surround sound speakers and audio mixing/channel balancing.	\$50	
4500L LCD Projector with Screen	There are a total of three projectors available.	\$100	
Wireless slide advancer with laser pointer*	This device connects to a USB port.	FREE, upon request	
70" LED HDTV/Monitor*	This display monitor is only available in the Board Room. Monitor can be connected with a laptop for presentation viewing.	FREE, upon request	
Blu-ray DVD Player		FREE, upon request	
HD Video Recorder	Your presentation/seminar can be recorded as an MP4 video file and saved on a USB flash drive. Client must provide USB flash drive (16GB recommended).	\$200	
HD Video Recorder plus DVD production, DVD menu creation and online posting	Your presentation/seminar can be recorded as an MP4 video file saved on a USB flash drive. In addition, a DVD will be produced containing a basic viewing menu. Multiple DVDs can also be created for your attendees. The video can be uploaded to a third party streaming/hosting site of your choosing (i.e. YouTube, Vimeo, etc.). Client must provide USB flash drive (16GB recommended).	\$500 +\$10 per DVD	
Polycom Teleconferencing (audio only)*	Connect your remote meeting attendees via conference call using a Polycom system.	\$50 +\$0.15 per person, per minute	
Polycom Video Conferencing*	Connect your remote meeting attendees via video conference using a Polycom system.	Please call for pricing.	
Flip Chart Package*	This package includes a flip chart, markers and a display easel.	\$45	
Photocopies*	The first 25 black/white, single-sided copies are free of charge. Additional copies and/or color copies will incur a charge.	\$0.05 per black/white copy, \$0.25 per color copy (pricing for single-sided pages)	
Easels		FREE, upon request	