

Texas Woman's University
Campus Events - Additional Services Form
Office of Conference Services
940-898-3644 | ConferenceServices@twu.edu

Event: _____ Event Date: _____

Primary contact: _____ Email: _____

Campus/departmental account # for any charges (REQUIRED): _____

List quantity needed:

GREENERY

_____	Fern (on stand)	\$ 8.00
	# Tall _____ # Medium _____ # Short _____	
_____	Fern (no stand)	\$ 5.00

Please provide details on location/set up of ferns:

BUILDING STAFF – hourly rates

_____	Building attendant (May be required for Hubbard Hall.).....	\$ 30.00
_____	Security officers (Charged at \$37 per officer per hour and may be required for certain events. Refer to Special Event Policy.).....	\$ TBD

EQUIPMENT

_____	Risers - 6' x 8' each (Minimum order 2; set up and removal included.).....	\$ 25.00
_____	Accessible ramp for risers	\$200.00
_____	Table* - 60" round (each) - Available for use in Hubbard Hall only.	\$ 8.00
_____	Table* - 6' rectangle (each).....	\$ 5.00
_____	Black skirting for 6' table (each) - Limited quantities. Inquire for availability.....	\$ 10.00
_____	Chairs (each)	\$ 1.00
_____	Easel (each)	\$ 10.00
_____	Red carpet runner - 50' x 3' - Available for use in Hubbard Hall only.	\$100.00
_____	Flip chart with paper	\$ 25.00
_____	Podium	\$ 50.00
_____	Portable Sound System	\$ 50.00
_____	Trash can (each)	\$ 5.00

MISCELLANEOUS

_____	Hanging/removal of event banner	\$ 25.00
_____	Cleaning fee**	\$125.00

ON CAMPUS DELIVERY (required for equipment delivered outside of Hubbard Hall)

_____	On-campus delivery fee (1-99 items)	\$ 35.00
_____	On-campus delivery fee (100-299 items)	\$ 50.00
_____	On-campus delivery fee (300+ items)	\$ 100.00
_____	RUSH fee (Applied for less than 7 days notice. Additional to delivery fee.).....	\$ 50.00

TOTAL _____

**Linens not included in table rentals. Linen rentals may be arranged through TWU Catering at 940-898-2781.*

***Cleaning fee is required if using a caterer other than Aramark in Hubbard Hall. See Catering List for approved caterers.*

Texas Woman's University
Hubbard Hall Technology Price List
 940-898-3644 | ConferenceServices@twu.edu

Technology requests must be made 2 weeks prior to the event. Rush fees may apply for requests made after that time.

CLASSROOM TECHNOLOGY

*Most classrooms include a computer, projector, screen, and microphone/sound system at no cost.
 Contact Conference Services for a custom quote for special needs that are not included standard with each classroom.*

TECHNOLOGY SERVICES

- _____ On-Site A/V Support \$20.00 per hour
A dedicated technology staff person will stay on site during your event to help with anything you may need. Ask about our student discount.

- _____ Technology Run-Through with our Event Technology Specialist No Cost
Set up a time during office hours to go over special technology needs and practice prior to your event (presentations, sound levels, etc.).

HUBBARD HALL PACKAGES

SOUTHWEST & SOUTHEAST BALLROOMS

- _____ Microphone Package..... \$ 60.00
 Includes: 2 handheld wireless microphones, 1 lavalier microphone, and podium.
 Additional microphones may be available upon request.

- _____ Full Technology \$ 260.00
 Includes: Microphone package, projector, screen, sound system with iPod connectivity, and PC usage with CD/DVD drive.

PIONEER ROOM

- _____ Microphone Package..... \$ 60.00
 Includes: 1 handheld microphone & sound system.

- _____ Full Technology \$ 210.00
 Includes: Microphone package, projector, screen, sound system with iPod connectivity, and PC usage with CD/DVD drive.

BANQUET ROOM

- _____ Microphone Package..... \$ 40.00
 Includes: 2 microphones. Choose from handheld, lavalier or one of each.

- _____ Full Technology \$ 160.00
 Includes: Microphone package, projector, screen, sound system with iPod connectivity and PC usage with CD/DVD drive.

UPLIGHTING (WALL/COLUMN)

- _____ 32 Lights \$500.00
- _____ 16 Lights \$300.00
- _____ Per individual light \$ 20.00

Color Choice: _____

SPECIAL REQUESTS
