

# STOCKTON UNIVERSITY



## PROCEDURE

### Events Requiring Audio, Video, Information Technology Support and/or Production

Procedure Administrator: Chief Information Officer

Authority: N.J.S.A. 18A:64-8

Effective Date: December 22, 1977, March 21, 1978; October 20, 2010; April 27, 2020

Index Cross-References:

Procedure File Number: 4148

Approved By: Dr. Harvey Kesselman, President

If audio, video, or information technology support and/or production is required for a University event, notice will be sent by Event Services to Information Technology Services at the time a request is submitted to the Office of Event Services. A University event constitutes a meeting or event scheduled by the University including all meetings of any University-affiliated organization, and all Faculty/Staff/Student meetings, except regularly scheduled classes. This notice shall specify the need for technical support at the event through the standard event request process as specified on the Event Services website. If possible, Information Technology Services will supply such support for affiliated University organizations at no charge. However, if Information Technology Services requires additional equipment or personnel to support the event such additional costs may be charged to the University department that requested the support.

Information Technology Services may charge a support staff fee for any audio, video, information technology support, and/or production services that are requested for unaffiliated University organizations, as set forth in the facility usage and resource fees calendar for the current year which can be obtained through the Office of Event Services.

#### Review History:

	Date
Procedure Administrator	2/6/2020
Divisional Executive	2/6/2020
General Counsel	3/25/2020
Cabinet	4/23/2020
President	4/27/2020