



SERVICES RATE SHEET

NOTE

The information and pricing in this document are a baseline for estimation purposes only, the parameters of which are set to establish the expectations and obligations for both SCS and the client.

Schedules, deadlines and availability of staff and equipment resources will determine acceptance.

Every effort will made to adhere to both scope and cost. Both are subject to change depending on project requirements determined during the pre-production phase.

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STUDIO PRODUCTION

The following are descriptions of service for projects produced in our studio located in our Matthews Center facility. They range from Standard to Live Broadcast (webstream). On-location productions can be combined with some studio time as well and will be itemized in their estimates.

Standard or Live Production	Cost and Conditions
Recorded in-studio with 1 to 5 cameras, depending on need or style. Perfect for the single camera, "talking head" teleprompted presentations, all the way up to a "soundstage set" with multiple subjects on camera. Equipment and staff are included in cost.	\$150/hr. • 2 hr. minimum POST-PRODUCTION: \$50/hr. PRORATED BILLING MAY BE APPLIED FOR EXTENDED PRODUCTIONS. CREATED GRAPHIC ASSETS and SETUP WILL BE ESTIMATED.
Simultaneous recording of primary camera and/or live-switching between multiple cameras and is captured in our Control Room both as backup/archive and assets for post-production.	
Live Broadcast	Cost and Conditions
Live Webstreaming is produced in much the same way as the Live Production option, with 1 to 3 cameras. Recorded in studio and Control Room, but also "live", requiring pre-production planning and/or rehearsals and assets in advance. Equipment and staff (typically 1 to 2 more) are included. Post-production not required unless requested. For example; the integration of additional cameras - if utilized but not streamed, additional content or media, or custom editing of recorded content.	\$185/hr. [2 hr. minimum] POST-PRODUCTION: OPTIONAL PRORATED BILLING MAY BE APPLIED FOR EXTENDED PRODUCTIONS. CREATED GRAPHIC ASSETS WILL BE ESTIMATED.

ON-LOCATION PRODUCTION

SCS has a number of pre-defined services that have been established over time as being those requested most often by on-campus interests. Most projects have a baseline minimum which accounts for the equipment, staff and time required. Additional costs will be indicated on estimates.

Lecture and Event	Cost and Conditions
Large classroom, auditorium or other presentation venue, including events can be recorded using our 2-camera package. Minimum 2 staff (3 hours). Audio recording from either wireless or house (PA) source, if available. Podium or dais lighting, if needed. Estimate includes minimum post-production w/client-supplied assets, slides, etc. Title/Credit slates. 72-hour turnaround.	\$580 INCLUDES POST-PRODUCTION NO VIMEO PROOF PROVIDED. FINAL DELIVERY VIA DROPBOX.
Program Profile	Cost and Conditions
These are sectionals or highlights of a specific interest or unique program within a division, unit, college or department. Involving both on-location (4 to 6 hours) and in-studio production (2 to 3 hours), with a minimum of 8 hours of post-production. Additional time, staff or equipment will be indicated on the estimate and agreed upon in pre-production.	\$1500 POST-PRODUCTION: 8 hrs. (ea. add'l \$50/hr.) PRE-PRODUCTION REQUIRED
Departmental Video	Cost and Conditions
Large departments, like Environmental Health and Safety may want to produce an overview video briefly describing the many services and programs they provide without going into great detail of each. The Program Profile is better suited for those individual productions. This includes both in-studio (4 to 5 hrs) and on-location (2 to 3 days) recording. Editing starts at roughly 33 hours.	\$3950 POST-PRODUCTION: OPTIONAL PRORATED BILLING MAY BE APPLIED FOR EXTENDED PRODUCTION and EDITING PRE-PRODUCTION REQUIRED.
General Video Production	Cost and Conditions
Some projects involve full production in both equipment and staff as well as time. Pre-production is essential. More often involves incorporating department personnel, extras, actors, multiple locations, assets and props and extensive phases of editing.	By estimation only PRE-PRODUCTION REQUIRED

DESIGN and PHOTOGRAPHY

SCS has in-house Design capabilities for both print and digital requirements as well as in support of our video production services. Our staff has several qualified photographers for specific or unique requests and support staff for event support such as step-and-repeat or documentary (archival) photos.

Graphic Design	Cost and Conditions
Process involves in-person or email/phone communication to determine the scope of a project and the desired look-and-feel for such things as logos or graphic design. Follow-up phases of rough concepts, revisions, approvals and final deliverables and the time that takes will depend on what is determined in pre-production communications.	\$150 min. (\$50/hr additional) PRORATED BILLING MAY BE APPLIED FOR EXTENDED or MORE INVOLVED PROJECTS.
General Photography	Cost and Conditions
Roaming photography and/or by specific list during event by single photographer. Additional is estimated at same service rate. Participants should be made aware that a photographer is on-site to avoid unintended captures. Editing is not included, but recommended for best color correction and cropping. All quality (original) photos delivered via DropBox.	\$200 (based on 2 hour minimum) \$50/hr each additional hour EDITING: \$50/hr (estimated by volume)
Step-and-Repeat Photography	Cost and Conditions
2 staff - Photographer and staff assistant, all equipment and lighting provided. Backdrop is additional, if needed. Can be for event "memories" photography, or portrait style. More cost effective for medium to larger numbers. Editing is included in cost.	\$300 (based on 2 hour minimum) \$50/hr each additional hour SETUP and EDITING INCLUDED

SCS BusinessOperations

Estimations

Most estimations will cover a range in pricing to account for unknown variables not always foreseen regardless of how well planned the project is. Any notable changes requested during the course of the project that are outside the agreed upon parameters may require additional charges and approvals before implementation. Those would be noted as addendum charges on the final invoice.

After the initial meeting(s) to determine the scope of your project and to obtain enough information to estimate cost, a formal estimation will be submitted to you for approval. 3 items that are **required** before we can begin production are; your **Cost Center** and **Program** numbers and the **Spend Category**. Your Fiscal Specialist should have that information.

In many cases our clients already have a budget for their project. It is important that we know that from the beginning. It is not our intention, nor our policy to use every last dollar of any allowable budget, but in that event the discussion may shift to how we can best accommodate and work within that budget, or manage expectations. That may require compromise on both sides, but the goal will be to provide a quality product that serves the intended purpose.

Scheduling

Pre-production and estimations will go a long way in establishing an overall schedule. However, there will be phases and benchmarks that will have to be met in order to insure on-time delivery, such as; **obtaining a script or outline, procuring locations, equipment and personnel**, as well as **signing-off on proofs** at various stages. It is critical that we know the actual deadline as we have several projects ongoing and need to be very intentional in assigning our staff and efforts. In reality we plan our schedule from the delivery date backwards, anticipating enough time for each phase accordingly.

It should be understood that delays in one or more of these areas can dramatically affect the deadline. Compressing the schedule while maintaining the original expectation is not an option, and extending the deadline may not always be possible. Again, this is where compromise and creative alternatives come into play.

Communications

Once formal production begins, the need for accountability in communications, usually by email, is absolutely critical. Project updates and status, questions and reminders are routine with all principles involved.

Billing

Final invoices will be sent upon completion and delivery of the project file or other media. Recipients will include the client (requester), and our internal Accounting personnel. Any follow-ups or questions regarding billing should be handled directly between accounting staff. We will accept purchase orders, or P-Card for on-campus clients and check or credit card for off-campus interests.

Deliverables

During the proofing phase we will utilize our Vimeo account to post password-protected (not publicly visible) files for your review. Once a project is finalized we use DropBox for file delivery. You will be notified before the 10 day retrieval window closes and the files are removed. In some cases external drives are used either to transport or purchased and delivered with client approval to include larger files or entire projects for archival purposes.