ChromaStream and Soundstage Production
Includes labor, equipment, studio time and standard preparation (i.e., backdrops). Additional charges may apply for materials, props and any staging or prep work required. Post-production is not included, but the cost can be significantly reduced if arranged as a Live Production.

Live Productions are studio recordings edited in real time in our Control Room, saving cost on traditional post-production, but will require much more pre-production and planning on the part of both client and SCS. Design and/or media setup charges will apply.

Webstreaming can be done with any in-studio setup that is passed through to our control room. Typically through, Facebook Live. Added cost based on length of stream (1 hr. minimum)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost</th>
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<tbody>
<tr>
<td>2 hr. Minimum</td>
<td>300.00</td>
</tr>
<tr>
<td>Half Day (4 hrs)</td>
<td>500.00</td>
</tr>
<tr>
<td>Full Day (8 hrs)</td>
<td>800.00</td>
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</tbody>
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- Options and Additions -
  - Staging and Setup: $40/hr.
  - Design/Media Prep: $50/hr.
  - Live Webstream: $50/hr.
  - Live Post-Production: $50 min.

Lecture and Event Video (and Virtual Presentations)
Base cost includes up to 4 hours labor and up to 8 hours of post-production; including the preparation and integration of client-supplied media (i.e., PowerPoint). Requests requiring more time, equipment, staff or media can affect cost and will be estimated in advance.

Virtual Presentations are in-studio lectures in an environment of your choosing. Includes labor, equipment and studio time. Selection of venue (photos) for live compositing are available (i.e., lecture hall). Custom or specific images will incur additional design or prep charges.

Program Profile
Base cost includes a combined total of 8 hours of in-studio time, and/or on-location filming, labor and equipment. Amount of time for each to be determined in pre-production. 10 hours of post-production is also included. Requests requiring longer runtime, staff, equipment, additional post-production, or custom ancillaries will be taken into account in final estimate.

Departmental Video
Base cost includes labor and general equipment along with approximately 30 -40 hours of post-production for projects with a runtime of 5 to 7 minutes. Some requests require longer runtime due to department coverage. Labor, equipment, additional editing time will be taken into account during pre-production to determine final estimate.

General Production
Due to the unique conditions and variables, a base price is not possible. However, it is usually more involved in scope than a Departmental Video. A script or detailed outline is required along with pre-production meetings after which a range in cost will be provided.

Post-Production (video editing)
Estimates are based on total hours of combined staff (editors) and complexity (i.e., special effects, motion graphics, animation, custom graphics, etc.). Rough, proof and final cuts will be provided throughout the process. Minimum charges apply.

Design and Photography
Base cost includes up to 2 hours on-site for up to 2 photographers, editing of best images and delivery of final files via DropBox. Depending on the volume, or the request for all images be included, transfer of files may require use of a (client-provided) external hard drive. Both event photography as well as step-and-repeat setups can be part of the same request, but it will require additional staff, equipment and setup time. Design projects are by estimation, but can be prorated depending on the overall scope of the project.

**PRICING AND CONDITIONS ARE SUBJECT TO CHANGE**

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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 and staff is assigned, 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. We require our staff to Cc: our Producer, Associate Producer, Production Manager and/or the Director of SCS in all communiques to clients. That same requirement holds true from the client end as well. We ask that the client include, or Reply to All, those involved in the original discussion. This insures that both parties are aware of the ongoing progress and are accountable to the schedules and responsibilities and that everything remain within the scope of the project.

Exceptions to this rule may involve issues of a financial, administrative, or personnel nature. In that case emailing or contacting the Director directly is best. It should be an obvious determination whether or not it concerns staff.

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.