



# MEYDENBAUER CENTER

## EVENT PRODUCTION SERVICES GUIDE



[WWW.AVFACTORY.COM](http://WWW.AVFACTORY.COM)  
AUDIO VIDEO LIGHTING SCENIC PRODUCTION

# AV SERVICES

AV Factory is the preferred vendor of audio-visual and event production services at the Meydenbauer Center. We offer expert technical event planning, stage design, and direction to suit the needs of any client, and any event.

The 2012 Event Production Service Guide provides an outline of these services and some great examples of how AV can help with your next event.

Our team of production professionals are on-site at the Meydenbauer Center and ready to help. If you would like more information about our services on your next event, please call us for a quote 425.451.3732.

## MEETING PACKAGES

### 400 LEVEL

Our meeting packages are great solutions for small to medium sized events. These packages include all the essential items to make your presentation successful and most of all, easy. Each and every room rental comes with a complimentary wired microphone and use of the house audio system. Clients meeting on the 4th floor also receive a complimentary drop down screen.

#### PROJECTION ASSISTANCE

**\$100**

*Client Provides Laptop & Projector*

##### Package Includes

34" A/V Cart

Pull Down Screen

VGA Cable & Power at the Podium

#### PROJECTOR & SCREEN

**\$295**

##### Package Includes

2000 Lumen LCD Projector

34" A/V Cart

Pull Down Screen

VGA Cable & Power at the Podium

#### PROJECTOR & SCREEN WITH AUDIO

**\$495**

##### Package Includes

2000 Lumen LCD Projector

34" A/V Cart

Pull Down Screen

Wireless Microphone (Lav or Handheld)

4 Channel Mixer

Computer Audio Patch (PC Audio)

VGA Cable & Power at the Podium

#### PODIUM LIGHTING PACKAGE

**\$200**

##### Package Includes

2 Lighting Fixtures

2 Lighting Stands

Dimmer / Control

#### WIRELESS MIC & CPU AUDIO

**\$245**

##### Package Includes

Wireless Microphone

Audio Mixer

Computer Audio Patch

Our meeting packages include all set and strike labor.

See our complete meeting room equipment list for additional equipment or services.

*If you wish to have dedicated technician in room or supporting several rooms for your event, our team is happy to help. Technical staffing support is quoted separately.*

# AV SERVICES

## MEETING PACKAGES

### CENTER HALL PROJECTION PACKAGES

Our Center Hall AV Meeting packages are designed to deliver simple and easy equipment solutions for larger meetings and events. These packages use larger screens and projection to fill the Center Hall space. Our stand alone audio systems are great for music, meetings, and high-energy events.

Since every event is unique, we quote event labor for rehearsal and technical operation separate from these package costs. Please ask us how we can create a customized proposal if you have more specific needs.

Center Hall Events enjoy complimentary use of the house sound system and a wired podium mic. All Center Hall events require electrical service. Clients who choose AV Factory for service enjoy a 25% discount on electric service.

#### PROJECTION ASSISTANCE

**SINGLE SCREEN \$290**

**DUAL SCREEN \$510**

*Client Provides Laptop & Projector*

##### Package Includes

34" A/V Cart

7.5X10' Fastfold Screen

VGA Cable & Power at the Podium

With (1) 9x12 Screen \$340 / (2) Screens \$635

With (1) 10.5x14 Screen \$390 / (2) Screens \$735

#### PROJECTION PACKAGE A

**SINGLE SCREEN \$560**

**DUAL SCREEN \$1050**

##### Package Includes

2000 Lumen Projector

34" A/V Cart

7.5X10' Fastfold Screen

VGA Cable & Power at the Podium

#### PROJECTION PACKAGE B

**SINGLE SCREEN \$710**

**DUAL SCREEN \$1360**

##### Package Includes

3000 Lumen Projector

34" A/V Cart

9x12' Fastfold Screen

VGA Cable & Power at the Podium

#### PROJECTION PACKAGE C

**SINGLE SCREEN \$1010**

**DUAL SCREEN \$1850**

##### Package Includes

4500 Lumen Projector

34" A/V Cart

10.5x14' Fastfold Screen

VGA Cable & Power at the Podium

#### PROJECTION PACKAGE D

**SINGLE SCREEN \$1410**

**DUAL SCREEN \$2750**

##### Package Includes

6500 Lumen Projector

34" A/V Cart

10.5x14' Fastfold Screen

VGA Cable & Power at the Podium

With (1) 12x16 Screen \$1535 / (2) Screens \$3000

With (4) 12x16 Screens \$6400

Does your event need a camera? Are there multiple presentations to manage? We can help create a custom proposal that meets the specific needs of your special event. Please call us at 425.450.3732.

# AV SERVICES

## MEETING PACKAGES

### AUDIO PACKAGES

Our stand alone audio packages are designed to deliver full range, high quality sound for large meetings, special events, and engagements. These systems are ideal for events that are auctions, large business meetings, or those that have a musical performance.

We use state of the art "Line Array" speaker technology, this means we can ensure that every person in every seat has a great audio experience, no matter how large the audience is.

Since every event is unique, we quote event labor for rehearsal and technical operation separate from these package costs.

Additional items like microphones, playback, and recording devices will be quoted separately.

#### **CENTER HALL - HALF HALL**

##### **A OR B**

**\$2000**

##### **Package Includes**

Flown Line Array Audio System  
Front Fill Speakers (on stands)  
Stage Monitors  
Audio Mixer

#### **CENTER HALL - FULL HALL**

**\$4000**

##### **Package Includes**

Flown Line Array Audio System  
Flown Delay Speakers  
Front Fill Speakers (on stands)  
Stage Monitors  
Audio Mixer

#### **PREFUNCTION / SILENT AUCTION**

**\$50 / Speaker**

We know that sometimes your event needs to fit into more spaces. We can tie audio between two events spaces so music and people speaking can be heard more clearly. Our stand alone speakers are a great solution.

#### **POWER SPEAKER PACKAGES**

Our Powered Speaker Packages are designed for use in small event spaces and pre-function areas. These packages include speakers, stands, a wired microphone and small mixer.

##### **SMALL PA SYSTEM \$125**

*1-50 people*

##### **MEDIUM PA SYSTEM \$150**

*50-150 people*

##### **LARGE PA SYSTEM \$200**

*150-300 people*

#### **AUDIO PATCHES**

Audio Patch fees are charged by room and by the day for groups who choose an outside AV service.

**Center Hall (A / B) \$150**

**Center Hall AB \$300**

**400 Level Rooms \$75 / room**

We have the capability of patching audio to and from any meeting space in the building. This makes building wide announcements easy to do. Ask us how!

# AV SERVICES

## EQUIPMENT

### AV - A LA CARTE

There's more to meetings than just PowerPoint. We have a full selection of AV equipment and conference aides to support even the most unique event. This equipment is rented by room and by the day. Like items that are required for other rooms must be ordered in advance.

Please be aware that AV Factory does not set up, operate, or strike client / outside vendor AV equipment.

#### AUDIO EQUIPMENT

##### MICROPHONES

Wired Handheld Mic \$40  
Slimline Podium Mic \$60  
Wired Lav \$45  
Wireless Microphone \$130

##### MIXERS

4 Channel Mixer \$40  
8 Channel Mixer \$60  
16 Channel Mixer \$100

##### PLAYERS / RECORDERS

CD / MP3 Player \$50  
Compact Flash Recorder \$150

#### VIDEO EQUIPMENT

##### PROJECTORS

2000 LUMEN LCD \$250  
3000 LUMEN LCD \$400  
4500 LUMEN LCD \$600  
6500 LUMEN LCD \$1000

##### CAMERA EQUIPMENT

Studio Camera \$600  
Camera CCU \$225  
*\* Specialty Lenses, Tripods, and other camera items are rented separately. Studio cameras are operated only by AV Factory technicians.*

#### SCREENS

Tripod Screen, skirted \$45  
10' Cradle Screen \$65  
6x8 Screen with Dresskit \$150  
7.5x10 Screen with Dresskit \$175  
9x12 Screen with Dresskit \$225  
10.5x14 Screen with Dresskit \$275  
12x16 Screen with Dresskit \$400  
15x20 Screen with Dresskit \$600  
*\* Larger Screens, custom screen sizes, and 16:9 format screens available.*

#### VIDEO MISC

Scan Converter \$150  
VGA DA \$45  
25' / 50' VGA cable \$30  
Mac Video Adaptor \$30  
*\* We have a full selection of video switching, routing, and scaling equipment. Please call our sales office for a custom quote.*

#### COMPUTER & MISC

Presentation Laptop (PC) \$150  
Presentation Laptop (MAC) \$300  
15" LCD Monitor \$125  
19" LCD Monitor \$125  
32" LCD Monitor \$200  
42" Plasma with Stand \$400  
AC Cable & Powerstrip \$15  
Presentation Slide Remote \$45  
Laser Pointer \$20  
Flipchart with Markers \$30

# AV SERVICES

## EQUIPMENT

### LIGHTING EQUIPMENT & SERVICES

Lighting can enhance the look and feel of any event. Colorful uplights, gobos, and simple effects can take a regular meeting space and transform it into a special environment that completes the experience. AV Factory can help with the design and staging of any lighting project for any type of event. We have the tools to design, install, and operate even the most challenging lighting design.

At the Meydenbauer Center, the house lighting systems in the Center Hall are fully dimmable and controllable via a lighting console. Also installed are programmable LED color wall washes, which can be color matched to fit any event. The 400 Level Rooms also have dimmable lights, controlled only from the walls.

#### CENTER HALL - LIGHTING PATCH

**\$250**

*\*This patch fee is for use of the DMX Lighting patch in Center Hall A / B. A controller can also be provided. This is a per-day, in show fee. There is no cost when using AV Factory.*

#### CENTER HALL STAGE WASH

**\$350**

*\*This pre-installed package includes (4) lighting fixtures. This is a simple and easy stage lighting solution for small to medium stages that require no special lighting for camera.*

#### LIGHTING FIXTURES

ERS / Leko \$40

Par Uplight \$40

Par Backlight \$40

LED Uplight \$85

#### GOBO'S

*We can fill any gobo request with stock or custom gobo solutions in steel or glass. Please call for pricing.*

This represents a small list of equipment. We can supply a full array of unique lighting and effects equipment for your next event. Please give our sales office a call at 425.450.3732 for a custom quote.

#### ELECTRICAL SERVICES

All event equipment rentals require electrical services provided by the facility. This will appear also under "Technical Services" on your event invoice.

The facility provides several connection types and sizes:

20 & 30 Amp Single Phase, 110v connections.  
100 & 200 Amp Three Phase, 208v connections.

AV Factory Lighting, Audio, and Video system quotations will include electrical dimming and power distribution equipment based on the total power requirements of your event.

All AV Factory supported events receive a 25% discount on your total show electric cost.

#### RIGGING SERVICES

AV Factory has a talented rigging staff who work to install our audio, video, and lighting systems in approved areas of the Meydenbauer Center. Projects and Events that require rigging will include the necessary rigging materials, trusses, and motors to properly do the job on our proposal.

*Safety is our #1 priority. All projects that require rigging will have (2) Riggers on site until all equipment is safely in the air or on the ground.*

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# AV SERVICES

## EVENT PRODUCTION

AV Factory provides a production experience that makes your Meydenbauer Center event both enjoyable and successful. What we do differently is simple, we create great designs, provide outstanding project management, and service our clients every need. The equipment we rent tells only a small part of the story in an overall event experience.

Let our team work with you to build your next meeting, event, fundraiser, or auction from scratch. We work seamlessly with the facility and deliver amazing events. Below are some examples of how AV Factory can help create additional value and confidence in making your next event spectacular.

### THE BIG PICTURE

#### PREPRODUCTION DESIGN

Let us understand your next project or event. Our production team will listen to your event goals, and design audio, video, lighting, and scenic solutions that are both space and time appropriate to the production. We can provide drawings, diagrams, and examples of successful solutions that will work great on your show.

#### TECHNICAL PLANNING

Our staff works directly with you at every stage of the planning process. We can help with content creation and direction. We work with special talent, auctioneers, and musical guests to ensure that their special requirements are supported and will flow smoothly when show time comes. There should be no surprises and no missed expectations when the lights go up.

#### STAGE TALENT PREPARATION

It can be challenging for anyone to walk on stage and deliver a perfect presentation. Let our experienced team of producers and engineers walk through scripts and cues with you. We can make time to ensure that talent can practice and become comfortable in the stage environment. It's just one more step in crafting a perfect show experience.

#### LIVE EVENT

We have the best staff of technical personnel anywhere in the Pacific Northwest. We work well with experienced show producers to execute their vision. We also can easily fill the voids by lending our production experience to call, direct, or operate any part of your event.

#### POST PRODUCTION

We have a complete post production service at AV Factory. Event recording, editing, and duplication is an easy request to fill. It's just one more reason to choose AV Factory to produce your next event.

We're always excited to hear about your upcoming event or project. Please give us a call if we can help with new design or returning event.

# AV SERVICES

## EVENT PRODUCTION

### SCENIC DESIGN SERVICES

Let us create something unique and special for your stage that incorporates a special message, unique branding, or eye catching presentation. We can tailor a proposal to seamlessly integrate with the stage and room. Our capabilities include scenic elements that can be very simple, such as Pipe and Drape, Spandex, or specialty fabrics. We also welcome designs using different materials such as plexi glass, steel, or video screens. Let us work with materials in our inventory, or help design something new and custom for your event.

### HOW IT WORKS

We meet with you to understand the design goals and vision of the event. We can work with your event theme, invitations, and branding materials to come up with a fresh and unique way to stage your event.

Our production team will prepare a design proposal that fits perfectly into your meeting space, and present you with drawings to review.

When you arrive for your event, all the elements from the drawing have been combined to create an amazing stage and presentation.



YWCA Inspire Luncheon

### SCENIC MATERIALS

16' - 18' Black Velour Drape \$14 / Ft

16' - 18' White Twill Drape \$16 / Ft

Spandex Shapes - Call

\* Scenic Material rentals and packages may require additional equipment, service, and media design.

*AV Factory provides complimentary design services to our clients. The design process requires a 7-10 business day window to complete. We are happy to provide multiple design proposals for a design fee.*

*Once approved, any custom scenic items, fabrications, and media / content pre-production ordered for the project cannot be cancelled.*

# AV SERVICES

## EVENT PRODUCTION

### TECHNICAL STAFFING SERVICES

Our skilled production team is what makes AV Factory a great choice to support your next meeting or event. We have great, service oriented people who are passionate about their craft and focused on making your event experience the best it can be.

Below you'll find our rates and conditions for event staffing. Our event quotations are built to include all necessary service based on the needs of the event.

#### GENERAL LABOR

AVT - AV TECHNICIAN - \$50

*General meeting and event labor*

BRR - BREAKOUT ROOM ROAMER - \$50

*Multi-room AV support labor*

MSO - MULTI-SOURCE OPERATOR - \$50

*In-Room Small event AV technician*

#### AUDIO

A1 - AUDIO LEAD - \$60

*Set / Strike / Operates Larger audio systems*

A2 - AUDIO ASSIST - \$50

*Set / Strike audio assistant*

#### VIDEO

VI - VIDEO LEAD - \$60

*Set / Strike / Operate video switching systems*

V2 - VIDEO ASSISTANT - \$50

*Set / Strike video assistant*

VTO - VIDEO TAPE OP - \$60

*Show video playback / recording engineer*

PJ - PROJECTIONIST - \$60

*Set / Strike large and complex projection systems*

#### CAMERA

CS - CAMERA SHADER - \$60

*Directs camera crews, manages camera switching*

CA - CAMERA OPERATOR - \$60

*Operates studio camera, standard lens*

LLC - LONG LENS CAMERA OPERATOR - \$65

*Operates studio camera, sport / long lens 36x-60x*

HHC - HANDHELD CAMERA OPERATOR - \$65

*Operates camera without tripod*

CP - CABLE PAGE - \$50

*Works with a Handheld camera operator*

#### LIGHTING

LD - LIGHTING DIRECTOR \$750 / DAY

*Design, Programs, Operates large lighting systems*

ME - MASTER ELECTRICIAN - \$60

*Oversees lighting install, operation and strike*

LI - LIGHTING LEAD - \$60

*Set / Strike / Operate lighting systems*

L2 - LIGHTING ASSISTANT - \$50

*Set / Strike lighting assistant*

# AV SERVICES

## EVENT PRODUCTION TECHNICAL STAFFING SERVICES

### SCENIC

SC - SCENIC MANAGER - \$60  
*Manages and installs stage scenic*

C - Carpenter - \$50  
*Set and strikes stage scenic components*

### RIGGING

HDR - HEAD RIGGER - \$85  
*Certified rigging supervisor*

R - UP / DOWN RIGGER - \$70  
*Installs and dismantles overhead equipment*

*Please note that all rigging calls require (2) riggers.*

### SHOW MANAGEMENT / SPECIALTY

TD - TECHNICAL DIRECTOR - \$750 / DAY  
*Manages large technical teams, develops & executes show scripts, technical team liaison for clients on large or technically challenging events.*

CC - CREW CHIEF - \$60  
*A Crew Chief is a technical lead who's role it is to manage teams of 6+ technician on set / strike.*

GRO - GRAPHICS EDITOR - \$750 / DAY  
*A Graphics Editor is capable of creating, editing, and managing any part of a PowerPoint or Keynote presentation.*

PPO - POWERPOINT OP - \$60  
*Powerpoint Ops execute slide advancements in show only.*

### LABOR AND STAFFING TERMS

Event labor calls require a (5) Hour minimum for set up, rehearsals, show, or strike. Hours 6, 7, 8 are billed at our hourly rate.

Calls exceeding 8 hours will be billed at our full day (10 hour) rate.

Overtime will be billed at 1.5x rate of the regular rate after ten (10) working hours per day.

Calls in excess of sixteen (16) hours will be billed at 2.0x the regular rate.

All time is calculated on the full hour.

Overnight calls beginning after 10pm and before 6am will be billed at our overnight rate of 1.5x until 6am.

Calls requiring crew to return to the job site in less than 8 hours from the end of the call will be billed at 1.5x rate until the call concludes. We do allow for crew turns whenever practical.

Meal breaks must be provided to technical staff. A 30 minute meal break must be provided after 5 hours of work. AV Factory structures full day calls to include a (1) hour walk-away meal break. If this is not possible due to the show requirements, provision must be made for a 30-minute on-site meal break during the shift.

We have a 48 hour cancellation policy on all technical positions. Calls cancelled within 48 hours of start time will be billed in full for each cancelled position.

Holidays: New Years Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day. are billed at our Holiday Rate (2.0x).