The D. P. Culp University Center has a Technical Services Department of two full-time staff, one part-time temp and several students. They are responsible for the delivery, setup, operation, and tear down of all audio/visual equipment. The staff is only responsible for events scheduled within the University Center.

The staff in the department is eager to work with sponsors of upcoming events to identify what their technical service needs are and how we can accommodate them. Each event is unique and its equipment needs are unique. We want to meet and work with you to insure that you get the right service/equipment and pay for only what you need. To schedule an appointment to discuss Technical Services for an upcoming event or activity contact the Facility Reservationist at 423/439-4342, e-mail mailto:booherl@etsu.edu, or come by the University Center Office on the 2nd level of the University Center.

A partial listing of available equipment includes:

Multimedia projectors
Over-head projectors
Laptop computers
Wired, wireless, and lapel microphones – mic stands – boom stands
Sound reinforcement system with 4 receivers (impaired hearing)
Portable amplified lectern
House sound (Blrm, Aud., Forum, MR6, TnRm, Hallways)
1/2” VHS video cassette recorder/players
DVD players
Audio cassette
C-D players
Extension cords
Telephone
Conference phones
32” Television monitors
46” Flat screens
Portable screens in several sizes
Table top lecterns
Floor podiums
Amplified podiums
Free standing presentation flipchart/whiteboards and easels
3 Baby grand pianos (Auditorium & Ballroom Only)
4 Upright pianos
Limited theatrical lighting in the Auditorium and Ballroom only (no spot lights)
Elmo
Depending of the type of event sponsor and their affiliation with the University (if any), the use and operation of this equipment may result in both rental and labor charges. The complete University Center Fee Schedule, including facility rental rates, equipment rental rates and labor charges are available in our Policy on Use of Campus Property and Facilities manual: http://www.etsu.edu/students/univcent/documents/FACILPOL.pdf.

Event rehearsals will be accommodated whenever possible. These will require the scheduling of the facility, equipment, and staff in advance. Regular facility rental and service fees will apply to all rehearsals.

As a general rule, all audio/video equipment must be set-up and operated by University Center personnel. Non-university personnel, no matter how well qualified, are not authorized to operate the equipment.

For events in which labor charges will be assessed, the time charged will include both set-up and tear-down time.

Requests and/or circumstances where service cannot be provided:

1. When equipment is committed elsewhere or when equipment is non-functional.
2. When the limited staff is committed elsewhere.
3. Last minute requests requiring setup and/or operators
4. Sound systems for major concerts and similar events. Due to the limitations on the size of our amps, speakers, monitors, mixing board, and speakers, we cannot provide the level of support that a major concert would require. In such cases, we will suggest several area sound contractors with whom we have worked in the past.
5. Events needing either more equipment than we have (i.e. mics, monitor speakers, computers, mic stands, mic booms, etc.) or for equipment that we do not have in our inventory. For some events we can, at the sponsor's expense, rent additional equipment to supplement our equipment. This must be pre-arranged, in advance of the event.
6. When the requests for telephone connections or computer network connections exceed those available.
7. Long distance phone service without prior arrangement.
8. No special choral equipment is available (i.e. sound shells, choral risers, etc.).
9. Events scheduled in campus facilities outside the University Center.

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