

Willis Forum Pricing Structure

Faculty and Departmental Groups

These costs are for normal business hours; additional fees will apply for after-hours and weekends.

Level 1: \$25 flat fee for the event. Includes:

- Room reservation
- Customized setup
- Computer with MS Office, Internet connectivity, and USB port
- Projector and screen

Level 2: \$40 flat fee for the event. Includes:

- All Level 1 Services
- Microphone setup; choices include wireless lavalier mics, wireless handheld mics, wired stand mics for table or aisle stand
- Piped music (An agenda for the event will be required to allow us to properly schedule our techs to control the volume.)

Additional AV: An additional \$25/hour on top of one of the above levels for room reservation.

Additional services include:

- Broadcast to remote users
- Video recording of events
- DVD projection

After-Hours Fee: An additional \$15 will be added to EACH service requested and a minimum 2 week notice is required.

- Level 1 - \$40
- Level 2 - \$55
- Additional AV - \$40/hour

University Student Groups

In an effort to support student activities, recognized student groups will not be charged for Level 1 or Level 2 Services. Additional costs for after-hours and additional services will remain the same.

Non-University Groups

Community groups will be charged similarly to Faculty and Departmental Groups, with an additional \$15 surcharge being placed on room reservation fees. This is in addition any after-hours fees required.

Additional Services

Coffee Service (cups, sweetener, cream, stirrers, 1 pot) \$10.80, tax included.

Table Cloths \$6 each, requires 2 weeks advance notice.

Other services are available, contact Kristin.Boyett@unt.edu or 940.565.2486 for details.