



Facilities Rental: Audio-Visual Equipment and Services

Current: September 2023

We look forward to working with you to amplify your event experience at the ALPLM. We are pleased to offer the following audio-visual equipment and services for your meeting or event. We understand that every event is unique, so please contact the Venue Rental Office at 217/558-8873 to discuss audio-visual needs and pricing for your event. We hope to work with you soon. Thank you.

General Information

- Except for laptop computers, audio-visual equipment must be provided by the ALPLM.
- All equipment is priced as listed and are subject to availability.
- A/V equipment and services need to be confirmed one week prior to your event please.
- A Rush Charge of \$50 may apply to requests made less than 24 hours before an event.
- Charges for audio-visual equipment and services will be invoiced after the event.
- Prices subject to change without advance notice.
- Complicated/Multiple set-ups may require additional labor charges.
- A 48-hour notice for all cancellations is requested.
- High Speed Internet Access is offered complimentary in all ALPLM venues.

Venues with Built-In A/V Equipment:

The following ALPLM venues feature built-in audio-visual equipment. Pricing for use of any or all the equipment in the venue follows: (Additional Charges for services such as videoconferencing may apply.)

Note: Labor for set-up, equipment use instruction and tear-down is included in the equipment cost.

Multi-Purpose Room (Library)

Podium with microphone	\$200 day/evening rental
164" Video Wall	\$100 half-day rental
10 wireless microphones (lapel or hand-held)	
Videoconferencing (WebEx Offered)	

Classroom (Library) *South Classroom offers built-in A/V equipment

Podium with microphone	\$100 day/evening rental
86" Interactive Smart Board	\$50 half-day rental
Blu-ray/DVD Player	
1 wireless lapel microphone	
1 wireless hand-held microphone	

Governor's Conference Room (Library)

75" Interactive Smart Board	\$100 day/evening rental
	\$50 half-day rental

Stevenson Room (Library)

65" Interactive Smart Board	\$80 day/evening rental
	\$40 half-day rental

NOTE: The Lincoln Atrium and Lincoln Reception Room in the Library, and the Plaza in the Museum feature a built-in powered speaker system. Some audio-visual equipment, such as a podium with microphone, may need to be added based on specific event requests. Equipment is priced per item.

The ALPLM offers the following priced-per-item A/V equipment and services:

Note: Labor for set-up, equipment use instruction and tear-down is included in the equipment cost.

Video Conferencing Packages

Offered in venues such as the Classroom and Multi-Purpose Room where interaction between the in-person audience and remote speakers or attendees is required. Please speak with staff in the Venue Rental Office to discuss your video conferencing needs. Client uses video conference platform of their choice.

Platinum Package	\$500
- Includes set up of required equipment (video mixer, laptop, 1 camera, converter), 1 audio-visual technician dedicated to your event	
Basic Package	\$300
- Includes set up of required equipment (video mixer, laptop, 1 camera, converter), audio-visual technician to get the meeting started, then staff would be on-call during event	

Projection Equipment

LCD Projector (small format)	\$250
Projection Screen (8' x 14')	\$125
- Front Drape	\$50

Audio

Podium with microphone	\$50
Wireless Hand-Held Microphone	\$25
Wireless Lapel Microphone	\$40
Wired Hand-Held Microphone	\$25
Wired Tabletop Microphone (includes stand)	\$50
Tabletop Microphone Stand	\$10
Mixer (32 channels)	\$100
Speaker	\$50
Multibox	\$25
Concert Sound System/Sound Reinforcement	Call for Quote
Audio Feed	\$25

Video Equipment

75" Mobile Interactive Smart Board	\$150/day; \$75/half-day
55" Mobile Flat Screen with Stand	\$50
Video Cameras (4K/UHD)*	\$125
<i>*A/V Technician required to operate</i>	
3-Camera Video Taping Service (in Union Theater)	\$250 (Call for details)

Lighting

LED Fixture Light (RGBW)	\$75/each
Source Four Theatrical Light (Museum)	\$50/each
Museum Plaza Ceiling Color Wash	\$300

Gobos (ALPLM outsources to a vendor)

Steel Gobo	\$100
- Additional Steel Gobo	\$40
Black and White Glass Gobo	\$175
- Additional Black and White Glass Gobo	\$100
Full Color Glass Gobo	\$550
- Additional Full Color Glass Gobo	\$425
Apollo Full Color Glass Gobo	\$150
- Additional Apollo Full Color Glass Gobo	\$85

Telephone

Polycom Teleconference Phone	\$50
Polycom Teleconference Phone with extenders	\$60
Phone Line for Conferencing (local or long-distance)	\$50

Computer/Data Projection

Laptop Computer	\$100/day or portion thereof
Podium Computer (Multipurpose Room Only)	\$100/day or portion thereof
RF Wireless Remote/Mouse with Laser	\$25

Miscellaneous Accessories

Combination Whiteboard/Flipchart	\$25
*Markers, Paper Usage included	
16" Mobile Stage Unit (with black or blue skirting)	\$75/each
32" Stage Unit	Call for Quote

Labor

**For dedicated staff at event; please request labor at least three weeks in advance*

A/V Technician (1-hour minimum)	\$100/hour
---------------------------------	------------