



**Facilities Rental: Audio-Visual Equipment and Services**

Current: 3-15-19

We look forward to working with you to help make your meeting or event Presidential!

We are pleased to offer the following audio-visual equipment and services to assist in meeting your event needs. We understand that every event is unique, so please contact the Facilities Rental Office at 217/558-8873 to discuss audio-visual needs 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 Abraham Lincoln Presidential Library & Museum.
- All rentals are 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.

**Venues with Built-In A/V Equipment:**

The ALPLM offers the following rental venues that feature built-in audio-visual equipment. Pricing for the use of any or all the equipment in the venues follows: (Additional Charges for services such as video-conferencing will 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
Video Wall	\$100 half-day rental
BluRay/DVD Player	
2 lapel microphones	
2 wireless microphones	
*South side only is capable of multi-media presentations	
High Speed Internet Access	

**Classroom (Library)**

**South Classroom only offers built-in a/v equipment	
Podium with microphone	\$100 day/evening rental
Drop-down Projection Screen	\$50 half-day rental
LCD Projection System	
DVD Player	
1 wireless lapel microphone	
1 wireless hand-held microphone	
High Speed Internet Access	

The ALPLM offers the following audio-visual equipment and services in rental venues without built-in equipment, or to augment a/v needs in venues with built-in equipment:

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

**Projection Equipment**

LCD Projector (small format)	\$250
LCD Projector (large format)	\$350
Projection Screen (8' x 14'; including front drape)	\$125
DVD Player	\$25
Video Playback Machine	\$25

**Audio**

Podium with microphone	\$40
Wireless Hand-Held Microphone	\$25
Wireless Lapel Microphone	\$25
Wired Hand-Held Microphone	\$25
Wired Tabletop Microphone (includes stand)	\$30
Tabletop Microphone Stand	\$10
Mixer (16 channels = small; 32 channels = large)	\$40 (small); \$100 (large)
Speaker	\$50 (small); \$90 (large)
Multibox	\$25
Concert Sound System	Call for Quote
Direct Inject Box (DI)	\$25
Audio Feed	\$25

**Video Equipment**

55" Mobile Flat Screen with Stand	\$50
Video Cameras (HD)*	\$125

*\* A/V Technician required to operate*

**Lighting**

LED Fixture Light (RGBW)	\$75/each
Source Four Theatrical Light (Museum)	\$50/each

**Telephone**

Telephone	\$25
Polycom Teleconference Phone	\$50
Polycom Teleconference Phone with extenders	\$60
Phone Line for Conferencing (local or long-distance)	\$50
Hub	\$10

**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
Video-Conferencing (with PIP)	\$160/day or portion thereof

*\*Offered in Multi-Purpose Room only*

**Miscellaneous Accessories**

Combination Whiteboard/Flipchart	\$25
<i>*Markers, Paper Usage included</i>	
16" Mobile Stage Unit (with black or blue skirting)	\$50/each
32" Stage Unit	\$100/each

**Labor**

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

A/V Technician (1-hour minimum)	\$75/hour
Computer Support Labor (1-hour minimum)	\$50/hour