

The following process has been identified for requesting A/V support for events in UACE managed spaces or for campus-wide events.

- 1) Check with OSU (Diana) first to see if they can assist with the A/V needs by submitting a request via the [OSU A/V Support Request Form](#).
- 2) The current rate is \$50/hour plus 8% administrative fee.
- 3) Please send a follow-up email to Diana (dballesteros@csumb.edu).
- 4) Best to plan a minimum of 10 business days in advance or place the request as soon the need is identified.
- 5) Diana will respond with an email and/or an estimate of costs

If OSU cannot accommodate the request, the next option is to reach out to Glastonbury, Inc., a local audio visual company. We have a negotiated rate with them of \$80 per hour. You can use this for estimating purposes. Our contact there is Julio Rodriguez (julio@glastonburyinc.com, 831-583-0880 m: 831-601-3160)

- 6) Please submit a request [via Glastonbury's Website](#).
- 7) Please be sure to provide all the detailed information in the request, including dry run (if needed), start time, end time, if equipment is needed, arrival time, expected departure time, a brief overview of the event)
- 8) In the bottom email box on the form, please enter specialevents@csumb.edu. This is where the confirmation will be sent.

No matter whether you request from OSU or Glastonbury, please be sure to add the request to the [Audio Visual Request Log/Matrix](#).