AUDIOVISUAL EQUIPMENT AND SPECIAL EVENTS SERVICES 07.200.11

Authority:	CIO
History:	Updated January 19, 2021; Updated February 15, 2010; Reformatted June 6, 2005; supersedes policy ITS 2.00; effective September 11, 2002
Source of Authority:	UNC System Office Policy Manual, Chapter 1400 "Information Technology" International Organization for Standardization ISO/IEC 27002
Responsible Office:	Information Technology Services

I. Purpose

This document explains university policy concerning the responsible management of the audiovisual and equipment services' support of the university. This policy applies to members of the university community as well as non-university groups and individuals requesting audiovisual services support for on/off campus site locations. This policy does not include events located in the University Union complex. Please refer to Campus Life Events and Reservations.

II. Policy

A. Audiovisual and equipment services are vitally important resources that form an integral part of the teaching and learning environment of the university. These are shared resources that must be managed, allocated and prioritized in an efficient and effective manner consistent with the programmatic goals and mission of the university. Information Technology Services (ITS), through its Special Events' staff, provides audiovisual services for small and some medium sized sanctioned university activities, events and functions.

B. Special Events may supply audiovisual equipment and services which are beyond the resources of departments as part of their routine operations (both technical and/or personnel). Such services are intended to support special events such as, but not limited to, national speakers, conferences, programs and institutes. Services may include technicians to set up, take down and operate equipment, and/or assist with vendor negotiations for equipment rental and services not provided by ITS.

C. Priority of requests for university functions:
- First – Requests that support the academic core of the university.
- Second – Requests that support non-instructional events.
- Third – Requests for support from external groups using UNCW spaces.