

UMHB Campus Event Media Support Guidelines

- All requests for media support (sound, video and/or audiovisual) should be scheduled through University Host at extension 4004 (off campus call 254-295-4004)
- When scheduling the event, please provide the following information:
 - The details of the media equipment and support desired
 - The name, phone number and email address of the event's contact person
 - The campus space where the event will take place (building and room number)
- University Host will forward the media support request to the Media Support Technician who will contact the event coordinator to confirm the specifics of the request
 - Please note: If the event contact person initially indicates that no media support is needed, then no further contact will be made with the event coordinator
- In order to provide the best service possible, Media Services needs advanced notice of events. Please adhere to the following:
 - Three (3) business days advanced notice to guarantee media setups and support for UMHB events
 - Ten (10) business days notice to guarantee media setups and support for non-UMHB events (e.g., summer camps held on campus)
 - Note: We may not be able to fulfill last minute requests due to limited personnel and equipment resources

If you have questions about sound, video, or audiovisual services at UMHB, please contact the Media Support Technician at 254-295-4658.