

Office of Educational Outreach Fee Chart

Effective: Fiscal Year July 2015- June 2016

***Rates listed below are for internal (COED) affiliates. OEO reserves the right to set rates for external constituents.**

<u>NON-CHARGING EVENTS</u>		<u>CHARGING-EVENTS</u>
<u>ROOM RESERVATIONS ONLY</u>		
<u>GOVT ENTITY</u> \$0	<u>NON-GOVT ENTITY</u> \$25	MUST GO THROUGH CRES & OEO *See Below
<u>ROOM RESERVATIONS PLUS OTHER SERVICES</u>		
<p><u>STANDARD 25% Administrative Fee *</u> (on ALL events requiring services other than a Room Reservation)</p> <p>Service Fee Applies to the below Expenses: Catering*, Equipment*, Personnel*, Facility/Room Reservation*</p> <p>*25% service fee applied</p>		
<p><i>Other Services Available: (See below for fee breakdown)</i></p> <ol style="list-style-type: none"> 1. Awards 2. Continuing Education Credits 3. Contracts 4. Marketing 5. Parking 6. Registration/Payment Processing 7. Signage 8. Website 9. Other 		
<u>Services:</u>	<u>Includes:</u>	<u>Costs:</u>
Awards	Certificates, plaques, prizes, etc	At Cost + 10% service fee
Continuing Education Credits	Record Keeping and processing, PDF of certificates, homework review	\$250 Printing Cost: \$0.07 per page (options: 1 8X11 full page or 2-5X7 half page)
Contracts	Negotiations, legalities, amendments, presenters, lodging	\$25 per contract
Marketing	Email distributions (UNCC campus, NC Principals, etc.), post cards, flyers, brochures, building monitors	Flyer/Brochure/Post Card Creation: \$25 Emails: \$50 per 500 distribution Post Cards/flyers/brochures: \$0.10 each per page (printing, paper and envelopes) + Postage (additional) Printing, ONLY: \$0.07 per page (black & white) Building Monitor Display: \$25 per advertisement

Parking	Day parking passes	\$5.00 per parking ticket (at cost)
Printing	presenter handouts, flyers, brochures, etc.	\$0.07 per page (black & white) \$0.10 per page (color)
Registration/Payment Processing	Cash, Check, Credit Card processing, Payment/Registration website creation (check and credit card)	RSVP ONLY: \$25 for an RSVP form on website (also under “Website”) Credit Card ONLY Processing & Webpage: \$75 Check & Cash Processing & Webpage: \$100 Includes daily deposits, processing of all payments received, update reports
	On-site registration/Sign-In and Out	\$100 flat fee/per day
Signage	Lot Signs, Posting and Storage	At cost + 10% service fee
Website	UNCC affiliated website, updates, content (lodging, registration, presenter information, flyer posting, brochure posting, etc)	\$250 for all services \$25 RSVP page only (also under “Registration/Payment Processing”)
Other	Printing	Name Tags: At cost + 10%
	Other Supplies	At cost + 10%