

East Tennessee State University

D. P. Culp Student Center

Technical Services Information

The D. P. Culp Student Center has a Technical Services Department of two full-time staff, two part time temps, along with several student workers. They are responsible for the delivery, setup, operation, and tear down of all audio/visual equipment inside the Student Center and surrounding outside locations. The Student Center Technical Services Staff is only responsible for events scheduled within the D. P. Culp Student Center and surrounding outside locations only.

The technicians in the department are eager to work with sponsors of upcoming events to identify what their technical service needs are and how they are able to accommodate. Each event is unique and its equipment needs are unique. Our technicians will meet and work with you to insure that you get the right service/equipment for your reservation needs. To schedule an appointment to discuss technical service options for an upcoming event or activity contact the Technical Services Department at 423/439-6633 or visit the Technical Services Department located inside the Welcome Center, 2nd floor Culp.

Depending on the type of event sponsor and their affiliation with the University (if any), the use and operation of this equipment may result in both rental and labor charges. The complete Student Center Fee Schedule, including facility rental rates, equipment rental rates and labor charges are available on our [Facility Usage Fees page](#).

Event rehearsals will be accommodated whenever possible. These will require the scheduling of the facility, equipment, and staff in advance. Facility rental and service fees **will** apply to all rehearsals for Non-Affiliated groups.

As a general rule, all audio/video equipment must be set-up and operated by Student Center personnel. Non-university personnel, no matter how well qualified, do not have the authority to operate technical equipment except for equipment within our smart meeting rooms.

For events in which labor charges will be assessed, the time charged will include both set-up and tear-down time.

Requests and/or circumstances where service cannot be provided:

1. When equipment is committed elsewhere or when equipment is non-functional.
2. When the limited staff is committed elsewhere.
3. Last minute requests requiring setup and/or operators
4. Sound systems for major concerts and similar events. Due to the limitations on the size of our amps, speakers, monitors, and mixing boards, we cannot provide the level of support that a major concert would require. In such cases, we will suggest several area sound contractors with whom we have worked in the past.
5. Events needing either more equipment than we have (i.e. mics, monitor speakers, computers, mic stands, mic booms, etc.) or for equipment that we do not have in our inventory.
6. When the requests for telephone connections or computer network connections exceed those available.
7. Long distance phone service without prior arrangement.
8. No special choral equipment is available (i.e. sound shells, choral risers, etc.).
9. Other campus facilities outside of Student Center areas.

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