

## Office of Educational Outreach Fee Chart

Effective: Fiscal Year July 2014- June 2015

<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><b><u>STANDARD 25% Administrative Fee *</u></b> (on <b>ALL</b> events requiring services other than a Room Reservation)</p> <p><b>Service Fee Applies to the below Expenses:</b> 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"> <li>1. Awards</li> <li>2. Continuing Education Credits</li> <li>3. Contracts</li> <li>4. Marketing</li> <li>5. Parking</li> <li>6. Registration/Payment Processing</li> <li>7. Signage</li> <li>8. Website</li> <li>9. Other</li> </ol>		
<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 <b>Printing Cost:</b> \$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	<b>Flyer/Brochure/Post Card Creation:</b> \$25 <b>Emails:</b> \$50 per 500 distribution <b>Post Cards/flyers/brochures:</b> \$0.10 each per page (printing, paper and envelopes) + Postage (additional) <b>Printing, ONLY:</b> \$0.07 per page (black & white) <b>Building Monitor Display:</b> \$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)	<b>RSVP ONLY:</b> \$25 for an RSVP form on website (also under “Website”)  <b>Credit Card ONLY Processing &amp; Webpage:</b> \$75  <b>Check &amp;Cash Processing &amp; Webpage:</b> \$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%