**From:** Hargett, Benjamin (Staff)
**To:** Nihoa, Puanani (staff)
**Subject:** Re: REMINDER - EM Workorder on 10/03/2014 (MPA orientation)
**Date:** Wednesday, October 29, 2014 9:26:31 AM

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Good morning, Puanani -

It looks like the costs for Friday and Saturday were $225 and $360. Most of that cost is for student labor; we did not charge for projection, and split the PA cost between both days. I'll be sending billing for it through later this week.

-Ben

On Thu, Oct 23, 2014 at 3:01 PM, Nihoa, Puanani (staff) <nihoap@evergreen.edu> wrote:

> Ben, How would I go about finding out how much MPA will be charged for media services? I am being asked by our director so we'll know what the total cost analysis are now for future references. Is there someone specific I should contact?
>
> By the way-during our debrief mtg. this past week it was noted that the faculty & staff were very pleased with the media service attention to detail! Director was very impressed with services.
>
> Thank you,
> Puanani Nihoa, MPA ~ MPA-Tribal Governance Concentration|360 867 6202 | Office hours: Tues. through Fri. 9 - 5
>
> -----Original Message-----
> From: EM Bot
> Sent: Thursday, October 02, 2014 5:29 AM
> To: Nihoa, Puanani (staff); Hays, Janet; Hargett, Benjamin (Staff); Will, Gabriel; Boyce, Benjamin; Camp, Ethan; Mahoney, Kendall; Hargett, Benjamin (Staff)
> Cc: Hargett, Benjamin (Staff)
> Subject: REMINDER - EM Workorder on 10/03/2014 (MPA orientation)
>
> This is to remind you about the following EM Workorder:
> (which you are somehow involved with)
>
> WORKORDER #19824
>
> EVENT DATE: Friday 10/03/2014
>
> SETUP START TIME: 1:00 PM
>
> SETUP COMPLETE BY TIME: 3:00 PM
>
> EVENT START TIME: 3:00 PM
> EVENT END TIME: 7:00 PM
>
> STRIKE END TIME (estimated): 8:00 PM

LOCATION: LIB 4300

PROJECT: MPA orientation - Day 1 - Faculty Panel
FOR: Academics
CLIENT: Puanani P. Nihoa
CLIENT PHONE: 6202

DESCRIPTION:
Mackie cart PA w/ four mics for panelists (up to eight panelists, will share mics). Projection and large tripod screen. Powerpoint from Mac laptop during entrance.

Screen and cable runs can be left out overnight. Rest of equipment should be struck back to LIB 1502.

Room orientation TBA. Expected attendance 150.

EVENT SCHEDULE:
Friday, Oct. 3rd 3:00 7:00 pm
Library room 4300

3:00 3:15 pm Opening Blessing Delbert Sm3tcoom Miller (Skokomish)
Artist, culture bearer & spiritual leader of the Skokomish Tribe

3:20 3:45 Welcome & introductions Cheryl S. King, MPA Director
What is our Learning Community

3:45 4:45 MPA 101

4:45 5:25 Refreshments Jan

5:30 6:45 Faculty Panel Cheryl S. King
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PRODUCER: Ben Hargett

STAFF CONSULTANT: Ben Hargett - 6268

ASSIGNED TO:
Gabe Will - Lead (1:00pm to 8:00pm)
Ben Boyce - Crew (1:00pm to 8:00pm)
Ethan Camp - Shadow (1:00pm to 8:00pm)
Kendall Mahoney - Shadow (1:00pm to 8:00pm) Ben Hargett - Setup (1:00pm to 3:00pm)

All crew must discuss the event ahead of time including checking in with the producer and/or staff consultant, crew duties, flow diagrams, equipment prep, reporting locations/time, key access, and post event reporting.

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**Ben Hargett**
Audio/Media Producer
Electronic Media
The Evergreen State College
(360) 867-6268
LIB 1509

Media Request Forms:
Production / Media Needs