



Audio/Visual Equipment & Service Pricing List

-In Effect as of May 1, 2026-

OVERVIEW: Effective May 1, 2026, the AV equipment and service pricing listed in this catalogue will apply for the 2027 fiscal year.

Please note that this pricing list does not reflect the full inventory of available AV services and equipment. If you require additional technological solutions, please contact us at lsm.tech2u@utoronto.ca to discuss your needs and we reserve the right to determine the appropriate technological solution for your event.

If you are planning a large-scale event—such as one involving multiple room bookings across one or more buildings and/or spanning multiple dates—a site visit and dry run will be mandatory to ensure appropriate planning and support. Associated charges for service and equipment will apply, please reach out to lsm.tech2u@utoronto.ca for more details.

All AV equipment must be scheduled through a work-order linked to your event, as they are owned and managed by Learning Space Management (LSM) and cannot be requested independently.

Please note that AV services and equipment for activities in LSM classrooms not tied to academic courses are cost-recoverable. All weekend bookings will incur charges, regardless of activity type. Services are billed hourly per staff member, except for weekday AV access requests. We require a minimum charge of four hours for all other bookings. We are unable to provide AV services or equipment for federated or divisional classrooms—please connect with your local AV team for support in these spaces.

AV services can only be scheduled once your event space has been secured. Before submitting a request, please ensure your venue is confirmed:

- For academic classes, visit the [LSM Portal](#).
- For all other events, connect with [Campus Events](#).

We encourage you to review our *AV Equipment and Service Guidelines* before submitting a request. To receive a cost estimate and confirm AV support, please email lsm.tech2u@utoronto.ca with your AV request and FIS account information at least 5 business days prior to your event.

Please note - All chargeable bookings require FIS account information collection. Please consult with your department business officer to obtain the correct CFC, CC/IO numbers before initiating your booking.

Audio/Visual Equipment Pricing Rates

Audio Equipment		Microphone Setup Notes
Wireless Handheld Microphone	\$27.00	All microphone setups require a mixer to operate, and incur an AV access fee to cover setup costs and access to in-room AV.
Wireless Lavalier/Rode Microphone	\$27.00	
Audio Mixer	\$16.00	



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**NEW
Service!**

Instructional Media Capture (IMC) | Course Stream | Live Streaming

Instructional Media Capture	Course recordings for guest lectures, panels, classroom demos, black/whiteboard capture, and multi-camera setups.
Course Stream	Live stream courses for students and guests attending remotely (only available with IMC)
Event Live Streaming	Live streaming for events in our supported spaces.

Please fill out this form to book any of these services: <https://forms.cloud.microsoft/r/Bs093ApZPZ>

Audio/Visual Services Pricing Rates

<i>AV Service Type</i>	<i>UofT Internal (Weekday Rate)</i>	<i>UofT Internal (Weekend Rate)</i>	<i>UofT External (Weekday Rate)</i>	<i>UofT External (Weekend Rate)</i>
AV Access	\$190.00 (flat rate)	\$212.00 (4-hr min.), additional hours at \$53.00/hr	\$87.00/hr	\$348.00 (4-hr min.), additional hours at \$87.00/hr
Dedicated On-Site AV Technician	\$240.00 (4-hr min.), additional hours at \$60.00/hr		\$348.00 (4-hr min.), additional hours at \$87.00/hr	

*Please note: AV support during statutory holidays is offered on a case-by-case basis and is subject to adjusted rates to reflect 1.5x holiday pay for staff.

AV Service Description

AV Access

A Tech2U team member activates in-room AV equipment for client use, providing access to projector, screen, and podium microphone. If equipment is requested, this is added to cover setup, support and tear down costs. Emergency AV technical issues during the event are promptly supported and resolved, when reported by client.

Dedicated, On-site AV Technician

A Tech2U team member arrives on-site, is stationed in the room and supports AV needs for the full duration of the activity. Please note this service is only provided on a case-by-case basis for non-course-related activities. Dedicated on-site technicians are mandatory for events in Convocation Hall, Myhal Auditorium and OISE G162.