



Meeting Proposal Form

Sponsoring Institution: _____

Contact Information: Name: _____

Phone: _____

Email: _____

Address: _____

Title of Meeting/ Event: _____

Date(s) of Event: _____

Start/End Times of Event: _____

Please give a brief description of your event: _____

Please identify any additional technical needs:

Computer programs/ Internet: _____

DVD: _____

White Board: _____

Document Camera: _____

Other not listed: _____

Do you want this event recorded? _____

Origination Site: _____

***Please mark, from the list below, what sites are receiving the event.**

Higher Education

- ___ Bridgerland Applied Technology College
- ___ College of Eastern Utah - Emery
- ___ College of Eastern Utah - Price
- ___ College of Eastern Utah – Blanding
- ___ Davis Applied Technology College
- ___ Delta Applied Technology College
- ___ Dixie State College
- ___ Ogden-Weber Applied Technology College
- ___ Salt Lake Community College
- ___ Snow College – Ephriam

- ___ Snow College – Richfield
- ___ Southern Utah University
- ___ Uintah Basin Applied Technology College
- ___ University of Utah – IMS
- ___ Utah State University – Logan
- ___ Utah State University – Extension Centers
- ___ Utah Valley State College – Orem
- ___ Weber State University
- ___ Weber State University – Extension Centers

Government Entities

- ___ Board of Regents
- ___ Utah State Office of Education

- ___ Utah School for Deaf/ Blind – Ogden
- ___ Utah School for Deaf/ Blind – SLC

Meeting Proposal Form

Public Education

Alpine School District

- American Fork HS
- East Shore HS
- Lehi HS
- Lonepeak HS
- Mountainview HS
- Orem HS
- Pleasant Grove HS
- Timpanogos HS

Beaver School District

- Beaver HS
- Milford HS

Box Elder School District

- Bear River HS
- Box Elder HS
- Grouse Creek School
- Park Valley School

Cache School District

- Mountain Crest HS
- Skyview HS

Carbon School District

- Carbon HS

Daggett School District

- Manila HS

Duchesne School District

- Altamont HS
- Duchesne HS
- Tabiona HS

Emery School District

- Green River HS

Garfield School District

- Bryce Valley HS
- Escalante HS
- Panguitch HS

Grand School District

- Grand County HS

Granite School District

- Cottonwood HS
- Cypress HS
- Granger HS
- Granite Technical Institute
- Hunter HS
- Kearns HS
- Olympus HS
- Skyline HS
- Taylorsville HS

Iron School District

- Canyon View HS
- Cedar City HS
- Parowan HS

Millard School District

- Delta HS
- Eskdale HS
- Millard HS

Morgan School District

- Morgan HS

Nebo School District

- Payson HS
- Spanish Fork HS
- Springville HS

North Sanpete School District

- North Sanpete HS

North Summit School District

- North Summit HS

Odgen City School District

- Ogden City School District
- Ogden HS

Piute School District

- Piute HS

Provo School District

- Provo HS

Rich School District

- Rich HS

San Juan School District

- Monticello HS
- Monument Valley HS
- Navajo Mountain HS
- San Juan HS
- White Horse HS

Sevier School District

- North Sevier HS
- South Sevier HS

South Sanpete School District

- Gunnison Valley HS
- Manti HS

South Summit School District

- South Summit HS

Tintic School District

- Tintic HS
- West Desert HS

Tooele School District

- Dugway HS
- Grantsville HS
- Tooele HS
- Wendover HS

Uintah School District

- Uintah HS

Wasatch School District

- Wasatch HS

Meeting Proposal Form

Public Education cont.

___ Jordan School District

- ___ Alta HS
- ___ Bingham HS
- ___ Brighton HS
- ___ Copperhills HS
- ___ Hillcrest HS
- ___ Jordan HS
- ___ Riverton HS
- ___ West Jordan HS

___ Juab School District

- ___ Juab HS

___ Kane School District

- ___ Big Water HS
- ___ Kanab HS
- ___ Lake Powell HS
- ___ Valley HS

___ Washington School District

- ___ Dixie HS
- ___ Enterprise HS

___ Wayne School District

- ___ Wayne HS

___ Weber School District

- ___ Bonneville HS
- ___ Fremont HS
- ___ Roy HS

Fees will be based on the content of the event and are listed below:

	Educational	Non-profit State Entity	Commercial
System Fee	No Charge	50.00/ Hr	100.00/ Hr
Receive Site Fee	13.50/ Hr	13.50/ Hr	30.00/ Hr
Origination Site Fee	No Charge	20.00/ Hr	30.00/ Hr
TOC Switching	10.00/ Hr	10.00/ Hr	10.00/ Hr
Recording Fee	5.00/ Hr	5.00/ Hr	25.00/ Hr

<http://www.uen.org/policy/html/feeschedule.html>

All rates are **per hour** and are billed in hour increments.

Receive sites are charged per hour, per site.

Change/ Cancellation Policy:

Clients changing or canceling any part of the event within forty-eight hours of the transmission will be invoiced for the full estimated cost of the event.

**ALL INFORMATION MUST BE COMPLETED
BEFORE REQUEST WILL BE PROCESSED**