



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2026-01-08 18:03:12

Date Due: 2026-01-09 11:59:00

Date Submitted: 2026-01-08 18:13:05

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Student AV/Event Techs - Media Services

Request Description: Student techs assist with student campus events and assist with classroom AV screening.

ALLOCATION REQUEST INFORMATION

Department Name: Media Services

Request Code: 26A0550

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Staff

UWT Email Address: lovelady@uw.edu

Phone Number: (253) 692-5742

Title of Request: Student Event AV Techs - Media Services

Type of Request: Continuous / Ongoing

Department Head Approval: Department Head: Bill Fritz

Annual Request Information

1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

This is to request continued funding for our Student Event/AV Technician positions on campus. Student employees have been apprenticing as media technicians since 2006, when this position was initially funded by STFC. These techs set up and provide AV support at student-sponsored events, perform basic and preventative AV media maintenance across campus, and assist Media Services with other campus needs.

2. Benefit to Students: Discuss how students have (for returning applicants) or will (for new applicants) benefit from this technology. How will additional funding of the technology benefit students?

Student Event/AV Technicians receive paid training on basic maintenance and operation of media equipment for events and campus audio/visual systems. They are guided and trained by full-time IT staff members and interact daily with campus students, faculty, and staff. The real-world experience students gain on the job enhances potential career choices. Student Event/AV Technicians also appreciate the ability to remain on campus for work instead of commuting to an outside job.

The student body also benefits by receiving no-cost technical support for student-sponsored events. This includes AV setup, running sound, camera operation, lighting, assisting with virtual and hybrid components, projection, troubleshooting, and other media duties. Past events include proms, dances, Oscars, movie screenings, Open Mic Night, Comedy Night, Court 17 events, music performances, Prairie Line Trail public address (PA) setups, end-of-year RSO events, and award shows. Student organizers frequently express appreciation for the dedicated student technician scheduled for their event.

We've also developed an AV systems testing and light maintenance program for the students. The Student Event/AV Technicians are trained in basic classroom troubleshooting during the evenings when classrooms are more accessible. After training, they perform preliminary audio/visual sweeps through breakout rooms, classrooms, auditoriums, and conference spaces weekly. This ensures that all systems are evaluated routinely. The student techs report larger issues to Media Services staff through our ticketing system, UW Connect. They are often the first to identify needed maintenance or repairs, which provides the student body with functioning and timely updates to media equipment.

Student Techs primarily work in the late afternoons and evenings, depending on the quarter and student class schedules. They also flex their hours to accommodate campus needs on weekends or other off-hours, based upon student event schedules.

3. Access: Describe who will be using or will have access to the resources being proposed. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Any currently registered UW Tacoma student can apply for the position. The position will be advertised on the UWT Handshake website - <https://www.tacoma.uw.edu/handshake> and promoted through DubNet, social media posts, campus flyers, and campus TV ad system. Students do not need to have previous AV experience as they are provided training.

4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

Funding would support this student opportunity from July 1, 2026 through June 30, 2027.

5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

The Information Technology and Media Services departments provides all training, management, administration and scheduling for Student Media Technicians. Our Student Event/AV Technicians work throughout the calendar year, including academic interims.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Student Event/AV Technician - Hours	2100	\$17.63	\$0.00	\$0.00	\$37,023.00
Student Event/AV Technician - Benefits @ 23.5%	2100	\$4.14	\$0.00	\$0.00	\$8,694.00
OVERALL TOTAL:					\$45,717.00