Unified School District 261

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To: Clint Schutte

From: David Herbert

Re: Equipment Needed for Hybrid Meeting

This document can be used as an outline, feature list, and cost analysis of a USD261 Hybrid BOE meeting. The definition of a Hybrid BOE meeting in this document is defined as; part of the participants are physically at the meeting, and others are remote using virtual technology.

The requirements are: 1) Provide a main camera for remote persons to view the meeting 2) Provide phone lines for remote BOE members to participate 3) Provide video switching between the live camera feed and any computer graphics that may need to be presented. Below is a basic list of equipment needs for implementation.

Description	**Cost**
Pearstone Tripod (VT-1200)	$80.00
Canon Video Camera (XA-11)	$1,299.00
Mini to HDMI Cable	$35.00
Rolands Video Switcher (V-02HD)	$600.00
Long HDMI Cable	$25.00
Epiphan Webcaster (X2)	$399.00
25" HDMI Monitor	$189.00
Long Ethernet Cable	$25.00
3 Short HDMI Cables	$45.00
1 Aux Cable for Sound	$15.00
Total	$2,712.00

Additional Equipment if NOT at Admin Building

Description	**Cost**
Mackie Audio Mixer (1402VLZ4)	$429.00
6 Shure Microphones (MX412D/C)	$1,728.00
10 XLR Cables	$150.00
1 Aux Cable	$15.00
2 Head Phone	$80.00
Power Strips	$45.00
Total	$2,447.00
Grand Total	**$5,159.00**

Along with the equipment, there will be a need for a video/audio technician to be present at the BOE meeting to provide video and sound switching and mixing. This includes switching between video sources (camera and computer), and also providing Picture-in-Picture (PIP) if needed. The platform can be either Facebook (preferred) or YouTube. This is a brief overview that provides basic costs and implementation. Please feel free to contact me if you have any question.

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