

**CSBS Marketing/Communications Project Management Cost Structure
(Effective 12/1/19)**

Task	Elements	Maximum Time	CSBS Charges/hr*
Website Consulting	<ul style="list-style-type: none"> • Trouble-shooting • Layout options • Idea refinement 	≤2 hours	No charge
Website Updates	<ul style="list-style-type: none"> • Existing page • All content due before start • 3-week deadline • Minimal design changes 	≤2 hours	No charge
Marketing Consulting	<ul style="list-style-type: none"> • Trouble-shooting • Logo questions • Required Materials • Branding • University Standards 	≤2 hours	No charge
Promotional Materials	<ul style="list-style-type: none"> • Maximum 2 rounds of revision for: <ul style="list-style-type: none"> • Flyer creation • Email creation • Postcards 	≤4 hours	No charge
Website Design, Overhaul, or Redesign	<ul style="list-style-type: none"> • All necessary tasks 	NA	\$37.50/hr
Events	<ul style="list-style-type: none"> • Logistics including promotional materials • Parking • Catering (food, linens, centerpieces) • Rentals • RSVPs • Photography • Setup/Cleanup 	NA	To be negotiated depending on the scope of the event

*OU / UMC charge \$75-95/hr for these services.