

# *ESTIMATE for recording and production services*

5/16/2011

To: **Althea Brooks**, Alumni Education

Office of Engagement University of Virginia

Specifics:

* + Record five events at Reunions Weekend 2011
  + Produce podcasts for use by Office of Engagement
  + Post audio to iTunes U

**Wordcast Contract #:** UVA857767

The cost of recording this events is $750

Details:

Fri, June 3, 2011: **“**One Earth, One Future: Sustainability Education at UVA” in Monroe 130 at 10:00

Fri, June 3, 2011: “The Best Way to Allocate Your Assets” in Minor 125 at 3:00 PM

Fri June 3, 2011: “You Are What You Eat: The Hair Detective Reports” in Monroe 130 at 1:00

Fri June 3, 2011: “Caring for Your Aging Parent - Always Concerned with Safety and Peace of Mind” in Monroe 130 at 1:00

Sat June 3, 2011: “Faulkner at Virginia--and Online” at 1:45 PM in Special Connections Library Auditorium

*A detailed work plan will be prepared in advance of the event.*