



## MIT MEDIA LINK INSTRUCTIONS

Please book our LTN feed:

MITV-BOS-E1 : [LTN-ENC] : MIT Medialink Studio 1 - Cambridge MA

Please forward IFB, P/L and master control phone #'s for us to call.

### LOCATION

Link for guests with a map to our studio location in Building 24-042

<http://whereis.mit.edu/?go=24>

The closest street address to our campus studio is 60 Vassar Street, Cambridge, MA 02139

### CONTACT

For any coordination needs, the studio control room landline is (617) 253-6753.

Our Director Clayton Hainsworth's cell phone is (857) 998-7750.

Please contact us with any questions at: [mitvideo@mit.edu](mailto:mitvideo@mit.edu).

### COST

This service is a one-hour minimum and is priced as:

-Weekdays standard hours between 8:30am-5:30pm is \$600/per hour.

-Holiday and off hours schedule is \$750/per hour.

### BILLING

Required for booking is a PO and billing information, please confirm billing contact information. If not a US based vendor, wire transfer details will need to be shared

CC: [mvp-info@mit.edu](mailto:mvp-info@mit.edu) with Brigitte Tersek Financial Coordinator

For more details call the main office at (617) 253-7603.

