

CEPI New Delhi budget - 100 pax			INR to £ at 0.0085 £1 = 118.08 INR	
PRE PRODUCTION		No	UNIT	£ STERLING
PRE PRODUCTION	Team will work to timesheets and costs amended up or down depending on amount of support is required			
	Working with local suppliers to ensure all support required is in place - costs are estimates until scope of work known			
	Senior Executive Producer - Mary O'Hagan	6	days	5,197.5
	Technical Director - Haydn Taylor	5	days	3,465.0
	Logistics Director/ Ali/Lizzie or Kim	10	days	6,352.5
	Event safety plan creation	2	days	1,333.50
	Sub Total :			£16,348.50
INSURANCE				
VIVACE CREW ONLY	Employers liability for Vivace staff only, equipment and local staff insurance to local suppliers			320.00
	Insurance - Public liability for delegates & CEPI staff to CEPI			
	Sub Total :			£320.00
	PRE PRODUCTION TOTAL ALLOWANCE			£16,668.50
SOFTWARE and REGISTR	RATION			
REGISTRATION	Cvent system - licence fee to CEPI			
	Registration (per reg) to CEPI			
	P			
estimate	Attendee Hub (if used) to CEPI Cvent programming and management (will depend on how many	3	days	2,425.5
	delegate journies there are)			
	Design time for Cvent website	2	days	1,617.00
	Design time for badges/signage etc	1	days	808.50
TBC if required	Ipads on stage for questions - plenary only			
TBC if required	Custom Registration desks allowance - delegate badges and help desk - hired from local furniture hire company			
from hotel	Cloakroom and staff			
BADGES				
	Badge Printers onsite (dynamo)			£156.80
estimate	Colour badges 300g, colour printed both sides inc crew badges and wristbands for local labour	150		£387.75
estimate	Lanyards	150		£577.50
	Sub Total :			£5,973.05
LOCICTICS STAFFING				23,773103
LOGISTICS STAFFING and	see Logistics staff costs per day in PPT and Vivace docs link to be			
	Sub Total :			£0.00
SPEAKER SUPPORT PROC	GRAMMING and DESIGN			
	PPT formatting 2.5 days of presentations - allowance till brief received	5	days	4,042.50
	Production of logo stings produced for KL event (in KL budget)		day	
if required	Licensed Adobe stock images for opening modules/title stings			

	Library music search to avoid copywrite issues when streaming or YouTube	1	days	693.00
	Producing Run of Shows	2	days	1,386.00
	Content Coordination - software producer - allowance until brief received	4	days	2,772.00
	Allowance for signage production if required - TBC when venue known			
	Sub Total :			£8,893.50
	SOFTWARE & REGISTRATION TOTAL ALLOWANCE			£14,866.55
EVENT LOGISTICS				
RECCE	We would highly recommend a recce for this event in New Delhi to assess technical suppliers, venues and dressing/furniture companies			
Flights	3 flights - costs when dates known - Vivace will adhere to CEPI travel policy	3	flights	
Accommodation	To CEPI - one of hotels on recce	9	nights	
Transport UK	Taxis and parking			672.00
Per Diems	Per diems	12	days	540.00
	Sub Total :			£1,212.00
CDE\M/ TDA\/EL E\/ENIT				
CREW TRAVEL EVENT				
Flights	4 flights - costs when dates known			
Accommodation	To CEPI - delegate hotel	20	nights	
Per Diems	Per diems	24	days	1,080.00
	Sub Total :			£1,080.00
LOGISTICS CREW ONSITE	Ovation staff numbers to be determined when venue and requirements known			
	Sub Total :			£0.00
	LOGISTICS TOTAL ALLOWANCE			£2,292.00
TECHNICAL (EVENIT				
TECHNICAL/EVENT				
PRODUCTION CREW ON				
Mary	Senior Executive Producer - Mary O'Hagan	7	days	6,063.75
Ali/Kim/Lizzie Haydn/Kevin	Logisitcs Director/Producer Production Manager	7	days days	4,446.75 4,851.00
Mike	Graphics operator	7	days	5,659.50
THICE	diapines operator	,	ddys	5,057.50
	Sub Total :			£21,021.00
TECHNICAL EQUIPMENT	- Tech costs incorporate 18% GST			
AUDIO	PAs, 7 hand held mics, 2 lectern mics, 2 x lapel mics for MC, laptop for walk in music, audio record and crew comms, Press Box for media at rear of room	1		8,484.38
VIDEO	LED screen 3m x 1.5m high, 3 macbook, 1 confidence monitor,	1		7,309.36

LIGHTING	Ground supported lighting stands to light stage, enhance backdrop, create presenter and video states	1		4,849.00
ZOOM STREAMING	 Stream to Zoom Webinar 2 x laptops to stream 2 languages to VMix studio 1 x master laptop to stream out floor language output and mix in signal from video or Powerpoint or camera to fill remote screen for stream out as appropriate. Ability to show remote speaker into 'in-room feed' from VMix call as appropriate. Broadcast of lowerthirds 	1		2,316.93
CAMERAS & MIXING	I main central camera on riser, 2 x camera position stage left & right + one mobile camera for audience reaction. Mixer with ISO record	1		7,750.68
SIM TRAN BOOTH ETC	2 double booth (2 languages), 110 receivers, transmitters.	1		4,959.33
INTERPRETERS	see PPT or Linked Assests folder for costs			,
SET AND STAGING	Staging to include carpeted stage, printed backdrops, lectern, stage chairs, LED screen surround, masking to sides of stage and control masking at front of house, camera risers	1		8,826.40
TRANSPORT	Transport for trucking to cover all departments above	1		1,599.79
	Sub Total :			£46,095.87
LOCAL CREW	Crew fees incorporate 18% GST			
	Project Manager onsite	4	days	1,323.96
	Lighting HOD	4	days	441.32
	Lighting - Board Op	4	days	220.66
	Lighting Crew for fit-up x 4 & Get-out x 4	8	days	220.66
	Sound (A1)	4	days	661.98
	Sound (A2)	4	days	220.66
	Comms Tech	3	days	165.50
	Sound Crew for fit-up x 2 & Get-out x 2	4	days	110.33
	Video E2 Operator	4	days	2,206.60
	Video Switching Op Video LED Wall & HOD	4	days	661.98 441.32
	Video Play-in Op	4	days days	220.66
	Video Crew for fit-up x 4 & Get-out x 4	8	days	220.66
	Simultaneous Translation Technician	4	days	441.32
	SimTran Booth Instal x 4 & Derig crew x 4	8	days	220.66
	Camera Engineer & HOD	4	days	1,323.96
	Camera Director	3	days	1,323.96
	Camera Ops x 3	9	days	1,539.10
	Staging HOD and onsite duty carpenter	4	days	441.32
	Staging Assistant to HOD	4	days	110.33
	Carpenter Crew for Get-in x 4 & Get-out x 4	8	days	220.66
	Live Stream Vmix Operator	4	days	882.64
	Live Stream Vmix Assistant 1	4	days	441.32
	Live Stream Vmix Assistant 2	4	days	441.32
	Breakout A/V operators x 2	4	days	220.66
	Sub Total :			£14,723.54
GENERATOR	Assume hotel has generator and back up system			
INTERNET	WiFi supplied by Venue			
Breakout room	Pipe and drape, lectern, 100' monitor, 2 laptops for graphics & two radio mics, clicker for slide movement	2	days	4,975.88
	Sub Total:			£4,975.88

EVENUAC DININIED				
EVENING DINNER	Entertainment - sourced locally if required			0.00
	Dinner décor sourced locally when venue known - Décor			0.00
	companies assessed on recce			0.00
	Sub Total :			£0.00
MISCELLANEOUS				
allowance	Printer for production office to be supplied by hotel or tech			220.00
dilowdirec	supplier - purchase and donate to local school			220.00
	Extension cables for offices - purchase and donate to local school			55.00
				£275.00
SIGNAGE				
	Use in house screens where possible			0.00
	Printed signage - tbc when venue known			0.00
	Sub Total :			£0.00
PHOTOGRAPHY				
	Photographer for one show day	1	days	165.50
	Sub Total :			£165.50
Contingency				
Containgency	Unexpected incedental costs allowance			2,000.00
	Sub Total :			£2,000.00
	TECHNICAL EVENT TOTAL ALLOWANCE			£89,256.79
	VIVACE SUBTOTAL			£123,083.84
	VIVACE Management Fee @ 15%			£18,462.58
	VIVACE TOTAL			£141,546.41
	Exclusions			
	United Kingdom V.A.T. if applicable			