



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	5,197.50
	Technical Director - Haydn Taylor	5	days	3,465.00
	Logistics Director/ Ali/Lizzie or Kim	10	days	6,352.50
	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 REGISTRATION				
REGISTRATION	Cvent system - licence fee to CEPI			
	Registration (per reg) to CEPI			
	Attendee Hub (if used) to CEPI			
estimate	Cvent programming and management (will depend on how many delegate journies there are)	3	days	2,425.50
	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
LOGISTICS STAFFING and FEES				
	see Logistics staff costs per day in PPT and Vivace docs link to be			
	Sub Total :			£0.00
SPEAKER SUPPORT PROGRAMMING 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
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/EVENT				
PRODUCTION CREW ON-SITE				
Mary	Senior Executive Producer - Mary O'Hagan	7	days	6,063.75
Ali/Kim/Lizzie	Logisitcs Director/Producer	7	days	4,446.75
Haydn/Kevin	Production Manager	7	days	4,851.00
Mike	Graphics operator	7	days	5,659.50
	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, one speaker timer, video switcher, associated equipment	1		7,309.36

EVENING DINNER				
	Entertainment - sourced locally if required			0.00
	Dinner décor sourced locally when venue known - Décor companies assessed on recce			0.00
	Sub Total :			£0.00
MISCELLANEOUS				
allowance	Printer for production office to be supplied by hotel or tech 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				
	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			