

Detailed Scope of Workshops

Event: ASEAN-India Business Excellence Awards

Expenses breakdown

No	Type of expenses	Quantity	Cost
	Professional event management fee for verall coordination with all stake holders and management of the Summit and Awards night Gala Dinner	1	
	Souvenir Book <ul style="list-style-type: none"> • Design cost • Printing cost • Artwork cost • Proof reading Follow up sponsors for advertisement/ materials	1000	
	Preparation of design and distribution work(Summit and Awards) for: <ul style="list-style-type: none"> • Invitations • Banners • Flyers • Promotional material • Tags & lanyard 	1000	
	Momento <ul style="list-style-type: none"> • Packing materials • Manpower 	20	
	Photography & videography <ul style="list-style-type: none"> • 2 still cameras • 2 video cameras • Professional photo and videographers 		
	PA & Sound system 2 set sound systems for Summit including: <ul style="list-style-type: none"> • standing microphone • microphone stand • cordless microphones minimum 5nos • Sound mixer console 1 set sound systems for Awards including: <ul style="list-style-type: none"> • standing microphone • microphone stand 	1	

	<ul style="list-style-type: none"> • cordless microphones minimum 5nos • Sound mixer console 		
	<p>Venue decoration</p> <p>Approved theme design to be reflected in appropriate venue decoration including drapery for Summit and Awards night</p> <p>Counters at foyer for Millet exhibition</p>	1	
	<p>Awards: Trophies and certificates printing</p> <ul style="list-style-type: none"> • Design • Artwork • Printing 	15	
	<p>Manpower Summit and Awards:</p> <ul style="list-style-type: none"> • Ushers • Volunteers • Receptionist • Coordination with overseas guests and airport pick up and drop arrangements 	8	
	Flower bouquet arrangement	5	
	<p>Backdrop for Summit and Awards:</p> <ul style="list-style-type: none"> • LED backdrop banner • Design cost • LED screen on stage and side panels • Transport and manpower set up • Testing and commissioning 		
	Miscellaneous Transport/ despatch/ telephone charges		
	<p>Lighting set up for Summit and Awards</p> <ul style="list-style-type: none"> • Manpower • Testing and commissioning • Stage management 		
	Audio visual equipment for live address / pre-recorded address including projection equipment		
	<p>MC and Performers:</p> <p>Liaison with MC for Summit and Awards</p>		

	<p>Liaison with performers:</p> <ul style="list-style-type: none"> • Green room arrangement • Rehearsal • Stage Management 		
	<p>Licensing</p> <ul style="list-style-type: none"> • MICPA • DBKL • Police 		
	<p>Guest management:</p> <ul style="list-style-type: none"> • liaison work with hotel on guest hotel stay and other arrangement • Guest registration • Invitations to guest • follow up RSVP 		
	<p>Medical first aid arrangement</p> <ul style="list-style-type: none"> • medical officers and ambulance standby 		
	<p>Table arrangement for Awards</p> <ul style="list-style-type: none"> • Seating plan • Decoration • Reception desk arrangement 		