

DETAILED BUDGET: EVENT DATE 22/12/05

Service/Product	Costs	Comments
Venue - New Connaught Rooms 15th Dec 2005: BUDGET 260 Guests		
Available 8.00 am to 5.00pm		
Grand Ball Room & Luncheon Room		
Break-out & crew room	£	
Available 8.00 am to 6.00pm		
Upstairs Large Conference Room & Drawing Room	£	
Upstairs Break-out Room	£	
Downstairs Break-out room	£	
Total	£	
Catering		
Finger Buffet		
Mineral water through-out the day		
x3 Tea/coffee/Biscuits		
Soft Drinks/Juice/Water for lunch		
Cloakroom facilities/attendant		
Total	£	
Production /Theming		
Theme, Layout, Concept,Design, labour, building materials, mechanical drawings, project management		
Set, Staging, Equipment,Graphics		
Build-up and break-down crew		
Framing Screen Mount, lectern discs		
Stage Manager/director		
Transport costs		
Early 6am set up costs/crew		
Total	£	
AV Equipment/Sound/Auto Adjusting Autocue		
Full lighting package, All cabling, mixing desk,distribution board, projection, Screen (12 x 9)		
Amplifiers,speakers,technicians		
Autocue for 15.12.05 & screens, mics,base bin		
Total	£	
Insurance	£	
Management Fee	£	

Contingency		
Venue Hire Rehearsal Day 14th Dec <u>Upstairs Conference Room</u> with basic AV (06:00 to 14:30)	£	
Auto-Cue Rehearsal Day 14th Dec	£	
Unspec'd additional equipment & deliveries (£150) /crew subsistence (£350) /parking on 14th and 15th for lorries (£500) /Pens £65	£	
Upgrade of Floor monitor to 42 " plasma	£	Initially quoted for small monitor £150 (see below). Client now having 42 " plasma (£200) - client agreed we should take extra £50 from the contingency
Mini Breakfast Croissants/Mini Muffins & Fresh Fruit on 15.12.05 (260 guests)	£	
Total Contingency	£	
Additional Requirements following Client Meeting 5.12.05		
Widescreen	£	
Floor monitor	£	
Additional Autocue rehearsal	£	
Power Point Technical Support	£	
Gifts	£	
Drinks post event (2 glasses wine & 1 beer & 1 soft drink per head)	£	
Event Print Costs	£	
Total	£	
Grand Total	£	

All prices are excluding VAT

Additional Savings that could be made	£ Savings
Reduce numbers by 60	£
Stick to Gifts worth £x each	£
Go with cheaper Print/Graphics cost options	£
Total	£