

Event: CIBSE BPA 2024
Client: Redactive Media
Contact: Caitlin McConnell
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Event Date: 29th February 2024
Venue: Westminster Park Plaza
Format: Live Event
Budget: £



CIBSE BUILDING PERFORMANCE AWARDS 2023
PRODUCTION BUDGET V2
dated 04/01/2024

SET & STAGING

/ Stage:
4 Stage decks - main stage by venue
8 m x 4m Black carpet
3 Sets of 2' high stage treads - by venue
1 Black stage valance - by venue
2 Follow spot / camera risers - by venue

/ Set Backdrop:
22 m Backstage masking drapes & supports
16 m Production masking

/ Stage Furniture:
2 Perspex lecterns

/ Rigging:
15 m Truss and rigging for set
12 m Truss and rigging for technicals
4 Motors / Chain blocks
1 Motor controller
1 Motorised access equipment
1 Access ladders

TECHNICAL EQUIPMENT

/ Lighting:
12 Moving lights - above stage
4 Presentation stage wash lights
4 Stage back wash lights
4 Lectern lights
1 Hazers and fans
1 Control equipment
1 Artnet systems
1 Followspots

/ Power:
1 Single phase power distribution equipment

/ Sound:
12 Main PA speakers, inc amplification
4 Sub speakers, inc amplification
4 Stage front fill speakers, inc amplification
2 Lectern mic kits
1 HH Radio mic's
1 DPA Radio mic's
1 VOG microphone
1 Playback system
1 Digital desk & control
1 Digital multicore system
4 Audio balancing boxes
15 Wired comms system

/ LED Screens:
168 4.8mm LED panels
1 LED Processors (4k)
1 Digital signal distribution
14 m LED flying system
1 63A 3ph Power distro kit

/ Video & Graphics:
1 Vision control system (S3)
2 Apple Macbook Pro graphics computers
1 Digital camera channel(s)
1 Backstage comfort monitors, inc cabling

/ Autocue:
1 Twin glass autocue system(s) (manual poles)
1 Control equipment
2 Stage monitor hides

CONTENT CREATION

/ Graphics Production:

- 1 Concept storyboard and animations
- 1 Opening VT 1' 30" max
- 16 Category graphics - text with logos and pictures finalist & winners slides
- 1 Sponsor loop
- 1 Creation of finalists dinner loop sequence

/ Highlights Edit: By client - Vive to provide stage action footage from our camera

/ Music Production:

- 1 Music sting sourcing, editing and collation

/ Script & Voice-Over:

- 1 Live voice-over, booked by client
- Script writing - by client

PRODUCTION TEAM

/ Event Management Team:

- 1 Production Director
- 1 Show Caller
- 1 Stage & Floor Manager

/ Technical Team:

- Lighting:**
 - 1 Lighting Director / Operator
 - 1 Lighting Technician(s)
 - 1 Followspot Operators (incl)
- Sound:**
 - 1 Sound Director / Operator
 - 1 Sound Technician(s)
- LED Screens:**
 - 1 LED Director / Operator
 - 2 LED Technician(s)
 - 1 Camera Operators
- Graphics:**
 - 1 Graphics Operator
- Autocue:**
 - 1 Autocue Operator
- Rigging:**
 - 1 Rigging Head
 - 1 Rigging Local Crew
- Local Crew:**
 - 6 Crew to assist load in
 - 6 Crew to assist load out

EVENT LOGISTICS

/ Transportation:

- Equipment:** 1 18T Lorry, inc Central London surcharges
- Surcharges:** 1 Overnight storage of equipment on trucks
- Crew:** 14 Production team travel

PRODUCTION FEE

- 1 Project administration, production design, direction, planning, consultations with clients, hosts, speakers & suppliers

OTHER ITEMS

/ Venue Costs:

- 20 Crew catering

BUDGET SUMMARY & DISCOUNTS

Set, Staging & Rigging:
Technical Equipment:
Content Creation:
Production Team:
Event Logistics:
Production Fee:
Other Items:
Venue Costs:

/ Event Discounts: We are able to offer the following discounts, provided our payment terms are met. If payment terms are not adhered to, we reserve the right to remove any discounts applied.

- 30% Equipment discount, where applicable
- Additional discount