

RATE CARD



SMU Broadcast & Entertainment

SMU BROADCAST & ENTERTAINMENT

GENERAL SERVICE NOTES

Please read the following memo before engaging in SMUBE's relevant services.

**SMUBE RATE CARD (UPDATED
23 JANUARY 2026)**

- SMU Broadcast & Entertainment (SMUBE) reserves the right to amend any allowance rates or additional charges without notice.
- Any event/project requests that do not fall under the above categories are evaluated case-by-case before determining the rates.
- Services provided by SMUBE and its constituent wings will not include the promotion of external events and/or organisation(s) unrelated to that which SMUBE's services are engaged, notwithstanding any prior professional engagement between SMUBE and that external event or organisation.
- SMUBE will not loan its equipment without accompanying manpower. All engagements will include both manpower and rental of equipment. The club does not offer equipment rental services.
- Request(s) for SMUBE's services are subject to availability of manpower and resources.
- As SMUBE is a student-led club, we do not have a GEBiz or Vendors@Gov account and would not be able to accept payment through these platforms.

Late requests will be subjected to an additional fee:

- **Paid events:** 10% of total charge
- **Non-paid events:** \$10 per talent/crew

Cancellation fees (i.e. cancellations made within 10 working days of the event/project):

- **Paid events:** 20% of total charge
- **Non-paid events:** \$20 per talent/crew

The following welfare are to be provided by organisers:

- Water and Food
- Transportation Claims for events starting before 7am or ending after 11pm
- Rates exclude GST.

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TALENTS (EMCEES) SERVICES T&Cs

Please read the following memo before engaging in SMUBE's emcee services.

- The rates are fixed. There will be no pro-rating for events shorter than 4 hours.
- All requests should be submitted at least 10 working days in advance of the date of the event.
- Rates for emcees do not include scriptwriting services. Scriptwriting services are not provided by SMUBE emcees.
- Scripts are to be provided by event organiser at least 10 working days in advance to actual event.
- Scripts should be written in full sentences, and not phrases. Upon receipt of the base script, our emcees may adapt it to their presentation style and make minor changes as agreed upon between the talent and client.
- Late or incomplete dissemination will be chargeable as at \$15 per emcee engaged.
- All events are entitled to one complimentary 30 minutes meeting. This can be employed for event preparation purposes only (e.g. online briefings, event day briefings, sound checks etc.).
- Additional briefings, script readings, sound checks, etc. beyond the complimentary 30 minutes are chargeable as per stated rates.
- Events that take place across multiple dates will be charged on a per day basis.
- Events where there is a break for more than or equivalent to 3 hours will be charged as 2 separate days. A break is defined as a period of time where the emcee does not need to provide any services.



LIVE SOUND SUPPORT SERVICES T&Cs

Please read the following memo before engaging in SMUBE's live sound services.

- The rates are fixed. There will be no pro-rating for events shorter than 4 hours.
- All requests should be submitted at least 15 working days in advance of the date of the event and are subject to SMUBE's manpower and resources availability.
- We are only able to accommodate event locations within SMU's campus premises. Event locations held outside the main campus (i.e. SMU Administrative Building, Prinsep Street Residences) will be subjected to an additional \$10 per crew member.
- In light with SMUBE's safety measures, all events require a minimum of 3 crew members for set-up and tear down.
- Events that take place across multiple dates will be charged on a per day basis.
- Events where there is a break for more than or equivalent to 2 hours will be charged as 2 separate days. A break is defined as a period of time where crew members are not required to provide any services and equipment is left on-site.
- These breaks are subject to a charge of 1 crew member for the duration. For the specific crew member present during the break, the charge will be as 1 event day.



STAGE MANAGEMENT SERVICES T&Cs

Please read the following memo before engaging in SMUBE's stage management services.

- The rates are fixed. There will be no pro-rating for events shorter than 4 hours.
- All requests should be submitted at least 20 working days in advance and are subject to SMUBE's manpower and resources availability.
- Events that take place across multiple dates will be charged on a per day basis.
- Events where there is a break for more than or equivalent to 2 hours will be charged as 2 separate days. A break is defined as a period of time where crew members are not required to provide any services.
- Scripts are to be provided by event organiser at least 10 working days in advance to actual event.
- Scripts should be written in full sentences, and not phrases. Upon receipt of the base script, our stage managers will use it for their cue sheet. Any further updates to the script after the initial draft must be provided in a timely manner.
- Late or incomplete dissemination will be chargeable as at \$15 per stage manager.
- All events are entitled to one complimentary 30 minutes meeting. This can be employed for event preparation purposes only (e.g. online briefings, event day briefings, sound checks etc.).
- Additional briefings, rehearsals, sound checks, etc. beyond the complimentary 30 minutes are chargeable as per stated rates.



LIGHTING DESIGN SERVICES T&Cs

Please read the following memo before engaging in SMUBE's lighting design services.

- This service is **only available to ACF and ACF Clubs**. Please submit a request for a quotation.
- This service is only available for events held in SMU Arts and Culture Centre (ACC).
- The rates are fixed. There will be no pro-rating for events shorter than 4 hours.
- All requests should be submitted at least 30 working days in advance and are subject to SMUBE's manpower and resources availability.
- Events that take place across multiple dates will be charged on a per day basis.
- Events where there is a break for more than or equivalent to 2 hours will be charged as 2 separate days. A break is defined as a period of time where crew members are not required to provide any services.
- Scripts and rehearsal videos must be provided by event organiser at least 20 working days in advance to actual event.
- During the hanging and/or moving of lights in the ACC, a minimum of 2 crew members are required to be present.
- Scripts should be written in full sentences, and not phrases. Upon receipt of the base script, our lighting designers will reference it for designing. Any further updates to the script after the initial draft must be provided in a timely manner.
- Late or incomplete dissemination will be chargeable as at \$15 per lighting designer.
- All events are entitled to one complimentary 30 minutes meeting. This can be employed for event preparation purposes only (e.g. online briefings, event day briefings, sound checks etc.).
- Additional briefings, rehearsals, sound checks, etc. beyond the complimentary 30 minutes are chargeable as per stated rates.

VIDEO PRODUCTION T&Cs

Please read the following memo before engaging in SMUBE's video production services.

- Fees for filming and editing are subject to changes depending on the project's difficulty/complexity. The rates exclude graphics, animations, purchase of copyright music or any other copyrighted assets.

- Transportation costs will be incurred for any filming outside the SMU premises. Any rehearsals or location recce will also be incurred and factored under filming manpower and filming equipment charges.

- Rates for audio production include and do not include the following:

Include

- Cutting and Trimming: Removing unwanted parts or adjusting the length of audio clips.
- Corrective Editing: Fixing issues like background noise, unwanted sounds, or parts of the audio that are out of place
- Enhancing Audio: Adjusting volume, applying basic effects, or cleaning up a single audio track

Do Not Include

- Mixing: Blending multiple audio tracks together to create a cohesive final product.
 - Mastering: The final stage of audio refinement, preparing the audio for distribution.
- For the above services, kindly request for audio production services.

- This is a non-exhaustive list. If your video requires any audio post-production services not listed here, kindly request audio production services as per page 8, subject to additional rates set out as per SMUBE's service rates.
- All requests must come in at least 1 month in advance and acceptance of request(s) are subject to SMUBE's manpower and resource availability at the time of receipt.
- Delivery of video collaterals are available through the following methods: Thumbdrive, Email, Dropbox, YouTube or Google Drive. Other means are only permitted by special request only.
- SMUBE does not provide raw footage for any projects, all interim drafts of projects will include a watermark.
- Upon completion of service, the final version will be provided without watermarks and be available for download.

AUDIO PRODUCTION T&Cs

Please read the following memo before engaging in SMUBE's audio production services.

- Fees for filming and editing are subject to changes depending on the project's difficulty/complexity. The rates exclude graphics, animations, purchase of copyright music or any other copyrighted assets.
- Transportations costs will be incurred for any filming outside the SMU premises. Any rehearsals or location recce will also be incurred and factored under filming manpower and filming equipment charges.
- Rates for audio production do not include video production and hosting services. Additional rates apply as per SMUBE's Talent service rates.
- All requests must come in at least 1 month in advance and acceptance of request(s) are subject to SMUBE's manpower and resource availability at the time of receipt.
- Delivery of audio collaterals are available through the following methods: Thumbdrive, Email, Dropbox, YouTube or Google Drive. Other means are only permitted by special request only.
- Editing for a 5-minute audio recording, approximately requires 4 hours of Editing.

- Rates for video production do not include the following:

Include

- Mixing: Blending multiple audio tracks together to create a cohesive final product.
- Mastering: The final stage of audio refinement, preparing the audio for distribution.
- Noise Reduction: Removal of background noise, hiss, pops, and unwanted sound artifacts for improved clarity.
- Sound Balancing & EQ: Equalization, volume normalization, and compression to ensure consistent volume and tonal balance.
- Multi-track Editing: Precise edits across multiple tracks for music, podcasts, film, and voice work.
- Pacing Adjustment: Content flow improvements —trimming filler words, smoothing transitions, and timing edits.

Do Not Include

- Music Production
- Pitch Correction: Fixing off key-notes in recordings.
- Sound Design

TALENTS (VOICEOVER) SERVICES T&Cs

Please read the following memo before engaging in SMUBE's voiceover services.

- The rates are fixed. There will be no pro-rating for events shorter than 4 hours.
- All requests should be submitted at least 10 working days in advance of the date of the event.
- Rates for emcees do not include scriptwriting services. Scriptwriting services are not provided by SMUBE emcees.
- Scripts are to be provided to emcee at least 10 working days in advance to actual event.
- Scripts should be written in full sentences, and not phrases. Upon receipt of the base script, our emcees may adapt it to their presentation style and make minor changes as agreed upon between the talent and client.
- Late or incomplete dissemination will be chargeable as at \$15 per emcee engaged.
- All events are entitled to one complimentary 30 minutes meeting. This can be employed for event preparation purposes only (e.g. online briefings, event day briefings, sound checks etc.).
- Additional briefings, script readings, sound checks, etc. beyond the complimentary 30 minutes are chargeable as per stated rates.
- Events that take place across multiple dates will be charged on a per day basis.
- Events where there is a break for more than or equivalent to 5 hours will be charged as 2 separate days. A break is defined as a period of time where the emcee does not need to provide any services.

PODCAST PRODUCTION T&Cs

Please read the following memo before engaging in SMUBE's podcast services.

- Fees for recording and editing are subject to changes depending on the project's difficulty/complexity. The rates exclude purchase of copyright music or any other copyrighted assets.
- Transportation costs will be incurred for any filming outside the SMU premises. Any rehearsals or location recce will also be incurred and factored under filming manpower and filming equipment charges.
- Rates for podcast production do not include hosting services. Additional rates apply as per SMUBE's Talent service rates.
- All requests must come in at least 1 month in advance and acceptance of request(s) are subject to SMUBE's manpower and resource availability at the time of receipt.
- In production, all projects require a minimum of 1 Interviewing Host, 1 Editor, 1 Overseeing Director. Offline recordings would require additional manpower for set-up, depending on the complexity.
- Delivery of podcasts are available through the following methods: Thumbdrive, Email, Dropbox, YouTube or Google Drive. Other means are only permitted by special request only.



LIVE STREAMING SERVICES T&Cs

Please read the following memo before engaging in SMUBE's live streaming services.

- Fees for filming and editing are subject to changes depending on the project's difficulty/complexity. The rates exclude graphics, animations, purchase of copyright music or any other copyrighted assets.
- Transportations costs will be incurred for any filming outside the SMU premises. Any rehearsals or location recce will also be incurred and factored under filming manpower and filming equipment charges.
- Rates for video production do not include hosting services. Additional rates apply as per SMUBE's Talent service rates.

In production, all livestream require a minimum of 1 Interviewing Host, 2 Audio Crew and 2 Camera Crew. Offline recordings would require additional manpower for set-up, depending on the complexity.

Each Livestream equipment set includes:

- 2x Camcorders
- 2x Tripods
- 2x Light stands
- 2x Godox lights (including softboxes)
- 2x Microphones
- 1x Podtrak
- 2x Video Capture Cards
- 1x Headphones

Note we only offer static livestreams and can only be livestreamed on YouTube

- All requests must come in at least 1 month in advance and acceptance of request(s) are subject to SMUBE's manpower and resource availability at the time of receipt.
- Delivery of video collaterals are available through the following methods: Thumbdrive, Email, Dropbox, YouTube or Google Drive. Other means are only permitted by special request only.

SMUBE will provide all services for the following SMU Events at no charge:

- SMU Freshman Orientation
- SMU VIVACE
- SMU ACF Arts Camp
- SMU Academic Year Opening
- SMU Patron's Day (PD)
- SMU Arts Fest

**Note that a request form submission is still required.*

ACF AND ACF CLUBS

The following rates apply to SMU's Arts & Cultural Fraternity and the Clubs under its constituent body.

TALENTS [Emcees, Voiceovers, Radio Jockey]	LIVE SOUND SUPPORT	STAGE MANAGEMENT	VIDEO PRODUCTION [Creative Work, Filming, Editing]	PODCAST [Creative Work, Filming, Editing]	LIVE STREAMING
<p>Emcees</p> <ul style="list-style-type: none"> • \$30 per emcee for first 4 hours • \$8 per emcee for every subsequent hour or part thereof <p>Voiceovers</p> <ul style="list-style-type: none"> • \$15 per talent for first 4 hours • \$5 per talent for every subsequent hour or part thereof <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • Emcee support includes complimentary first 30-min meeting – this can be employed for event preparation purposes only (online briefings, event day briefings, sound checks etc.)* <p>Radio Jockey</p> <ul style="list-style-type: none"> • \$30 per jockey for the first 4 hours • \$8 per jockey for every subsequent hour or part thereof • Includes same-day rehearsal <p><i>*Subsequent script readings, rehearsals, or any form of work with an emcee is chargeable.</i></p>	<p>Event Day</p> <ul style="list-style-type: none"> • \$30 per crew for first 4 hours • \$8 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • No Charge 	<p>Show Caller / Stage Manager (SM)</p> <ul style="list-style-type: none"> • \$50 per crew for first 4 hours • \$15 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down • Inclusive of two (2) 1-hour production meetings* <p><i>*Additional production meetings will be charged at \$10 per meeting.</i></p> <p>Artist Manager (AM)</p> <ul style="list-style-type: none"> • \$45 per crew for first 4 hours • \$12 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Backstage Crew</p> <ul style="list-style-type: none"> • \$40 per crew for first 4 hours • \$11 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • No Charge 	<p>Filming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$30 per crew for the first 4 hours • \$8 per crew per hour for subsequent hour or part thereof <p><u>Audio Visual Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p><u>Lighting Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$3 per hour for subsequent hour or part thereof <p>Video Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$15 for the first 4 hours • \$5 per crew per hour for subsequent hour or part thereof <p><u>Video Editing Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p><i>*Subtitling (English) is included in editing services</i></p> <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • All service packages come with a complimentary first meeting with our representatives to discuss the concept and the scope of the project <p>Additional Drafts</p> <ul style="list-style-type: none"> • Includes complimentary 2 edit drafts* <p><i>*Subsequent additional drafts from the prescribed, will be charged accordingly.</i></p>	<p><u>Audio Production</u></p> <p>Creative Work</p> <ul style="list-style-type: none"> • \$50 for conceptualisation, writing, planning, production <p>Recording</p> <p><u>Recording Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$15 per crew for the first 4 hours • \$5 per crew per hour for subsequent hour or part thereof <p><u>Audio Equipment Package Charge:</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p><u>Extra Mic Set Charge:</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p>Audio Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$15 per crew for the first 4 hours • \$5 per crew per hour for subsequent hour or part thereof <p><u>Audio Editing Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$5 per hour or subsequent hour or part thereof <hr/> <p>Add-on: Video Podcast</p> <p><i>For video podcasts, please refer to the 'Video Production' column for add-on costs:</i> Filming, Video Editing and Additional Drafts.</p>	<p>Live Streaming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$15 per crew for the first 4 hours • \$5 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • No Charge

NON-ACF CBDS AND CLUBS AND SMUSA AND GOVERNANCE REGISTERED AND INDEPENDENT (GRI) CLUBS

The following rates apply to SMU's non-ACF Constituent Bodies (CBds) and clubs under the relevant constituent bodies, and events organised by SMU Students' Association (SMUSA).

TALENTS [Emcees, Voiceovers, Radio Jockey]	LIVE SOUND SUPPORT	STAGE MANAGEMENT	VIDEO PRODUCTION [Creative Work, Filming, Editing]	PODCAST [Creative Work, Filming, Editing]	LIVE STREAMING
<p>Emcees</p> <ul style="list-style-type: none"> • \$40 per emcee for first 4 hours • \$10 per emcee for every subsequent hour or part thereof <p>Voiceovers</p> <ul style="list-style-type: none"> • \$20 per talent for first 4 hours • \$5 per talent for every subsequent hour or part thereof <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • Emcee support includes complimentary first 30-min meeting – this can be employed for event preparation purposes only (online briefings, event day briefings, sound checks etc.)* <p>Radio Jockey</p> <ul style="list-style-type: none"> • \$40 per jockey for the first 4 hours • \$10 per jockey for every subsequent hour or part thereof • Includes same-day rehearsal <p><i>*Subsequent script readings, rehearsals, or any form of work with an emcee is chargeable.</i></p>	<p>Event Day</p> <ul style="list-style-type: none"> • \$60 per crew for first 4 hours • \$15 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • \$60 per crew for first 4 hours • \$9 per crew for every subsequent hour or part thereof 	<p>Show Caller / Stage Manager (SM)</p> <ul style="list-style-type: none"> • \$80 per crew for first 4 hours • \$20 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down • Inclusive of two (2) 1-hour production meetings* <p><i>*Additional production meetings will be charged at \$12 per meeting.</i></p> <p>Artist Manager (AM)</p> <ul style="list-style-type: none"> • \$70 per crew for first 4 hours • \$18 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Backstage Crew</p> <ul style="list-style-type: none"> • \$60 per crew for first 4 hours • \$15 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Additional Rehearsals</p> <p>Show Caller / Stage Manager (SM)</p> <ul style="list-style-type: none"> • \$80 per crew for first 4 hours • \$18 per crew for every subsequent hour or part thereof <p>Artist Manager (AM)</p> <ul style="list-style-type: none"> • \$70 per crew for first 4 hours • \$15 per crew for every subsequent hour or part thereof <p>Backstage Crew</p> <ul style="list-style-type: none"> • \$60 per crew for first 4 hours • \$12 per crew for every subsequent hour or part thereof 	<p>Creative Work (Creative/Corporate Video, Event Coverage)</p> <ul style="list-style-type: none"> • \$100 for conceptualisation, directing, producing, writing, storyboarding, planning <p>Filming</p> <p>Manpower Charge:</p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p>Equipment Charge (Camera) (Per Set):</p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p>Equipment Charge (Lighting) (Per Set):</p> <ul style="list-style-type: none"> • \$8 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p>Video Editing</p> <p>Manpower Charge:</p> <ul style="list-style-type: none"> • \$15 for the first 4 hours • \$5 per crew per hour for subsequent hour or part thereof <p>Video Editing Equipment Charge (Per Set):</p> <ul style="list-style-type: none"> • \$8 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p><i>*Subtitling (English) is included in editing services</i></p> <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • All service packages come with a complimentary first meeting with our representatives to discuss the concept and the scope of the project <p>Additional Drafts</p> <ul style="list-style-type: none"> • Includes complimentary 2 edit drafts* <p><i>*Subsequent additional drafts from the prescribed, will be charged accordingly.</i></p>	<p>Audio Production</p> <p>Creative Work</p> <ul style="list-style-type: none"> • \$100 for conceptualisation, writing, planning, production <p>Recording</p> <p>Recording Manpower Charge:</p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p>Audio Equipment Package Charge:</p> <ul style="list-style-type: none"> • \$25 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p>Extra Mic Set Charge:</p> <ul style="list-style-type: none"> • \$10 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p>Audio Editing</p> <p>Manpower Charge:</p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p>Audio Editing Equipment Charge:</p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$10 per hour or subsequent hour or part thereof <hr/> <p>Add-on: Video Podcast</p> <p><i>For video podcasts, please refer to the 'Video Production' column for add-on costs:</i> Filming, Video Editing and Additional Drafts.</p>	<p>Live Streaming</p> <p>Manpower Charge:</p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p>Equipment Charge:</p> <ul style="list-style-type: none"> • \$25 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p>Extra Camera Set Charge:</p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p>Additional Rehearsals</p> <p>Manpower Charge:</p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$10 per crew per hour for subsequent hour or part thereof <p>Equipment Charge:</p> <ul style="list-style-type: none"> • \$25 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p>Extra Camera Set Charge:</p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$5 per hour for subsequent hour or part thereof

OFFICE OF THE DEAN OF STUDENT ORGANISED EVENTS

The following rates apply to events organised by the Office of Dean of Students (ODOS). Other offices under ODOS, including Co-Curriculum Development, Mrs Wong Kwok Leong Student Wellness Centre, Office of Dean of Students Group Services, Office of Student Life, Student Conduct, and Student Services Hub are charged under SMU Corporate Offices.

TALENTS [Emcees, Voiceovers, Radio Jockey]	LIVE SOUND SUPPORT	STAGE MANAGEMENT	VIDEO PRODUCTION [Creative Work, Filming, Editing]	AUDIO PRODUCTION [Creative Work, Filming, Editing]	LIVE STREAMING
<p>Emcees</p> <ul style="list-style-type: none"> • \$80 per emcee for first 4 hours • \$15 per emcee for every subsequent hour or part thereof <p>Voiceovers</p> <ul style="list-style-type: none"> • \$40 per talent for first 4 hours • \$8 per talent for every subsequent hour or part thereof <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • Emcee support includes complimentary first 30-min meeting – this can be employed for event preparation purposes only (online briefings, event day briefings, sound checks etc.)* <p>Radio Jockey</p> <ul style="list-style-type: none"> • \$80 per jockey for the first 4 hours • \$15 per jockey for every subsequent hour or part thereof • Includes same-day rehearsal <p><i>*Subsequent script readings, rehearsals, or any form of work with an emcee is chargeable.</i></p>	<p>No Charge.</p>	<p>No Charge.</p>	<p>Creative Work (Creative/Corporate Video, Event Coverage)</p> <ul style="list-style-type: none"> • \$100 for conceptualisation, directing, producing, writing, storyboarding, planning <p>Filming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$60 per crew for the first 4 hours • \$18 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge (Camera) (Per Set):</u></p> <ul style="list-style-type: none"> • \$30 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p><u>Equipment Charge (Lighting) (Per Set):</u></p> <ul style="list-style-type: none"> • \$12 for the first 4 hours • \$8 per hour for subsequent hour or part thereof <p>Video Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p><u>Video Editing Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> • \$12 for the first 4 hours • \$8 per hour for subsequent hour or part thereof <p><i>*Subtitling (English) is included in editing services</i></p> <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • All service packages come with a complimentary first meeting with our representatives to discuss the concept and the scope of the project <p>Additional Drafts</p> <ul style="list-style-type: none"> • Includes complimentary 2 edit drafts* <p><i>*Subsequent additional drafts from the prescribed, will be charged accordingly.</i></p>	<p>Audio Production</p> <p>Creative Work</p> <ul style="list-style-type: none"> • \$200 for conceptualisation, writing, planning, production <p>Recording</p> <p><u>Recording Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$30 per crew per hour for subsequent hour or part thereof <p><u>Audio Equipment Package Charge:</u></p> <ul style="list-style-type: none"> • \$50 for the first 4 hours • \$20 per hour for subsequent hour or part thereof <p><u>Extra Mic Set Charge:</u></p> <ul style="list-style-type: none"> • \$18 for the first 4 hours • \$7 per hour for subsequent hour or part thereof <p>Audio Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$30 per crew per hour for subsequent hour or part thereof <p><u>Audio Editing Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$15 per hour or subsequent hour or part thereof <hr/> <p>Add-on: Video Podcast</p> <p><i>For video podcasts, please refer to the 'Video Production' column for add-on costs:</i> Filming, Video Editing and Additional Drafts.</p>	<p>Live Streaming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$30 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$50 for the first 4 hours • \$20 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$15 per hour for subsequent hour or part thereof <p>Additional Rehearsals</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$25 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$50 for the first 4 hours • \$15 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$10 per hour for subsequent hour or part thereof

C4SR/COMMUNITY SERVICE PROJECTS EVENTS

The following rates apply to local community service projects (CSP) and require proof of C4SR endorsement for rates.

TALENTS [Emcees, Voiceovers, Radio Jockey]	LIVE SOUND SUPPORT	STAGE MANAGEMENT	VIDEO PRODUCTION [Creative Work, Filming, Editing]	AUDIO PRODUCTION [Creative Work, Filming, Editing]	LIVE STREAMING
<p>No Charge.</p>	<p>Event Day</p> <ul style="list-style-type: none"> • \$30 per crew for first 4 hours • \$8 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • No Charge 	<p>Backstage Crew</p> <ul style="list-style-type: none"> • \$40 per crew for first 4 hours • \$11 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Advice on Programme Flow, etc.</p> <ul style="list-style-type: none"> • One-time fee of \$20 <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • No Charge 	<p>Creative Work (Creative/Corporate Video, Event Coverage)</p> <ul style="list-style-type: none"> • \$100 for conceptualisation, directing, producing, writing, storyboarding, planning <p>Filming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge (Camera) (Per Set):</u></p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p><u>Equipment Charge (Lighting) (Per Set):</u></p> <ul style="list-style-type: none"> • \$5 for the first 4 hours • \$3 per hour for subsequent hour or part thereof <p>Video Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p><u>Video Editing Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p><i>*Subtitling (English) is included in editing services</i></p> <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • All service packages come with a complimentary first meeting with our representatives to discuss the concept and the scope of the project <p>Additional Drafts</p> <ul style="list-style-type: none"> • Includes complimentary 2 edit drafts* <p><i>*Subsequent additional drafts from the prescribed, will be charged accordingly.</i></p>	<p>Audio Production</p> <p>Creative Work</p> <ul style="list-style-type: none"> • \$100 for conceptualisation, writing, planning, production <p>Recording</p> <p><u>Recording Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p><u>Audio Equipment Package Charge:</u></p> <ul style="list-style-type: none"> • \$25 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p><u>Extra Mic Set Charge:</u></p> <ul style="list-style-type: none"> • \$10 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p>Audio Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p><u>Audio Editing Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$10 per hour or subsequent hour or part thereof <hr/> <p>Add-on: Video Podcast</p> <p><i>For video podcasts, please refer to the 'Video Production' column for add-on costs:</i> Filming, Video Editing and Additional Drafts.</p>	<p>Live Streaming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$25 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p>Additional Rehearsals</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$40 per crew for the first 4 hours • \$10 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$25 for the first 4 hours • \$5 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$5 per hour for subsequent hour or part thereof

SMU CORPORATE OFFICES

The following rates apply to all of SMU's corporate offices.

TALENTS [Emcees, Voiceovers, Radio Jockey]	LIVE SOUND SUPPORT	STAGE MANAGEMENT	VIDEO PRODUCTION [Creative Work, Filming, Editing]	AUDIO PRODUCTION [Creative Work, Filming, Editing]	LIVE STREAMING
<p>Emcees</p> <ul style="list-style-type: none"> • \$80 per emcee for first 4 hours • \$15 per emcee for every subsequent hour or part thereof <p>Voiceovers</p> <ul style="list-style-type: none"> • \$40 per talent for first 4 hours • \$8 per talent for every subsequent hour or part thereof <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • Emcee support includes complimentary first 30-min meeting – this can be employed for event preparation purposes only (online briefings, event day briefings, sound checks etc.)* <p>Radio Jockey</p> <ul style="list-style-type: none"> • \$80 per jockey for the first 4 hours • \$15 per jockey for every subsequent hour or part thereof • Includes same-day rehearsal <p><i>*Subsequent script readings, rehearsals, or any form of work with an emcee is chargeable.</i></p>	<p>Event Day</p> <ul style="list-style-type: none"> • \$60 per crew for first 4 hours • \$18 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Equipment Charge</p> <ul style="list-style-type: none"> • Base Package¹: \$100 • Includes: • 1 x Mixer • 1 x Amplifier • 2 x Speakers (incl. stands) • 3 x Microphones (Wired/Wireless) <p>Additional Equipment</p> <ul style="list-style-type: none"> • Microphone² - \$20 • Speaker - \$30 • Mic Stand - \$10 • Instrument Charge - \$15 per instrument (incl. DI box, etc.) <p>¹ Base Package can accommodate for 150 pax.</p> <p>² For ensemble performances, rates will be in accordance to the number of additional microphones required.</p>	<p>Backstage Crew</p> <ul style="list-style-type: none"> • \$80 per crew for first 4 hours • \$24 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Advice on Programme Flow, etc.</p> <ul style="list-style-type: none"> • One-time fee of \$30 	<p>Creative Work (Creative/Corporate Video, Event Coverage)</p> <ul style="list-style-type: none"> • \$100 for conceptualisation, directing, producing, writing, storyboarding, planning <p>Filming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$60 per crew for the first 4 hours • \$18 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge (Camera) (Per Set):</u></p> <ul style="list-style-type: none"> • \$30 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p><u>Equipment Charge (Lighting) (Per Set):</u></p> <ul style="list-style-type: none"> • \$12 for the first 4 hours • \$8 per hour for subsequent hour or part thereof <p>Video Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$15 per crew per hour for subsequent hour or part thereof <p><u>Video Editing Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> • \$12 for the first 4 hours • \$8 per hour for subsequent hour or part thereof <p><i>*Subtitling (English) is included in editing services</i></p> <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • All service packages come with a complimentary first meeting with our representatives to discuss the concept and the scope of the project <p>Additional Drafts</p> <ul style="list-style-type: none"> • Includes complimentary 2 edit drafts* <p><i>*Subsequent additional drafts from the prescribed, will be charged accordingly.</i></p>	<p>Audio Production</p> <p>Creative Work</p> <ul style="list-style-type: none"> • \$200 for conceptualisation, writing, planning, production <p>Recording</p> <p><u>Recording Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$30 per crew per hour for subsequent hour or part thereof <p><u>Audio Equipment Package Charge:</u></p> <ul style="list-style-type: none"> • \$50 for the first 4 hours • \$20 per hour for subsequent hour or part thereof <p><u>Extra Mic Set Charge:</u></p> <ul style="list-style-type: none"> • \$18 for the first 4 hours • \$7 per hour for subsequent hour or part thereof <p>Audio Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$30 per crew per hour for subsequent hour or part thereof <p><u>Audio Editing Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$15 per hour or subsequent hour or part thereof <hr/> <p>Add-on: Video Podcast</p> <p><i>For video podcasts, please refer to the 'Video Production' column for add-on costs:</i> Filming, Video Editing and Additional Drafts.</p>	<p>Live Streaming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$30 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$50 for the first 4 hours • \$20 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$15 per hour for subsequent hour or part thereof <p>Additional Rehearsals</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$25 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$50 for the first 4 hours • \$15 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$10 per hour for subsequent hour or part thereof

EXTERNAL ORGANISATIONS

The following rates apply to non-SMU offices and organisations and are subjected to prevailing 9% GST.

TALENTS [Emcees, Voiceovers, Radio Jockey]	LIVE SOUND SUPPORT	STAGE MANAGEMENT	VIDEO PRODUCTION [Creative Work, Filming, Editing]	AUDIO PRODUCTION [Creative Work, Filming, Editing]	LIVE STREAMING
<p>Emcees</p> <ul style="list-style-type: none"> • \$100 per emcee per hour <p>Voiceovers</p> <ul style="list-style-type: none"> • \$50 per talent per hour <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • Emcee support includes complimentary first 30-min meeting – this can be employed for event preparation purposes only (online briefings, event day briefings, sound checks etc.)* <p>Radio Jockey</p> <ul style="list-style-type: none"> • \$100 per jockey for the first 4 hours • \$80 per jockey for every subsequent hour or part thereof • Includes same-day rehearsal <p><i>*Subsequent script readings, rehearsals, or any form of work with an emcee is chargeable.</i></p>	<p>Event Day</p> <ul style="list-style-type: none"> • \$60 per crew for first 4 hours • \$18 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Equipment Charge</p> <ul style="list-style-type: none"> • Base Package¹: \$100 • Includes: • 1 x Mixer • 1 x Amplifier • 2 x Speakers (incl. stands) • 3 x Microphones (Wired/Wireless) <p>Additional Equipment</p> <ul style="list-style-type: none"> • Microphone² - \$20 • Speaker - \$30 • Mic Stand - \$10 • Instrument Charge - \$15 per instrument • (incl. DI box, etc.) <p>¹ Base Package can accommodate for 150 pax.</p> <p>² For ensemble performances, rates will be in accordance to the number of additional microphones required.</p>	<p>Backstage Crew</p> <ul style="list-style-type: none"> • \$80 per crew for first 4 hours • \$20 per crew for every subsequent hour or part thereof • Includes same-day rehearsal, set-up and tear down <p>Advice on Programme Flow, etc.</p> <ul style="list-style-type: none"> • One-time fee of \$30 	<p>Creative Work (Creative/Corporate Video, Event Coverage)</p> <ul style="list-style-type: none"> • \$150 for conceptualisation, directing, producing, writing, storyboarding, planning <p>Filming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$80 per crew for the first 4 hours • \$30 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge (Camera) (Per Set):</u></p> <ul style="list-style-type: none"> • \$100 for the first 4 hours • \$25 per hour for subsequent hour or part thereof <p><u>Equipment Charge (Lighting) (Per Set):</u></p> <ul style="list-style-type: none"> • \$12 for the first 4 hours • \$8 per hour for subsequent hour or part thereof <p>Video Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$60 for the first 4 hours • \$18 per crew per hour for subsequent hour or part thereof <p><u>Video Editing Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> • \$20 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p><i>*Subtitling (English) is included in editing services</i></p> <p>Additional Rehearsals</p> <ul style="list-style-type: none"> • All service packages come with a complimentary first meeting with our representatives to discuss the concept and the scope of the project <p>Additional Drafts</p> <ul style="list-style-type: none"> • Includes complimentary 2 edit drafts* <p><i>*Subsequent additional drafts from the prescribed, will be charged accordingly.</i></p>	<p>Audio Production</p> <p>Creative Work</p> <ul style="list-style-type: none"> • \$300 for conceptualisation, writing, planning, production <p>Recording</p> <p><u>Recording Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$150 per crew for the first 4 hours • \$80 per crew per hour for subsequent hour or part thereof <p><u>Audio Equipment Package Charge:</u></p> <ul style="list-style-type: none"> • \$125 for the first 4 hours • \$35 per hour for subsequent hour or part thereof <p><u>Extra Mic Set Charge:</u></p> <ul style="list-style-type: none"> • \$40 for the first 4 hours • \$10 per hour for subsequent hour or part thereof <p>Audio Editing</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$150 per crew for the first 4 hours • \$80 per crew per hour for subsequent hour or part thereof <p><u>Audio Editing Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$100 for the first 4 hours • \$80 per hour or subsequent hour or part thereof <hr/> <p>Add-on: Video Podcast</p> <p><i>For video podcasts, please refer to the 'Video Production' column for add-on costs:</i> Filming, Video Editing and Additional Drafts.</p>	<p>Live Streaming</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$150 per crew for the first 4 hours • \$80 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$125 for the first 4 hours • \$35 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$100 for the first 4 hours • \$25 per hour for subsequent hour or part thereof <p>Additional Rehearsals</p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> • \$150 per crew for the first 4 hours • \$75 per crew per hour for subsequent hour or part thereof <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> • \$125 for the first 4 hours • \$30 per hour for subsequent hour or part thereof <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> • \$100 for the first 4 hours • \$20 per hour for subsequent hour or part thereof