

# RATE CARD



# SMU BROADCAST & ENTERTAINMENT

# GENERAL SERVICE NOTES

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

- 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.
- Request(s) should be submitted reasonably in advance to the date of event:
  - Video/Podcast Production requests: At least *1 month in advance*
  - Event Support requests: At least *3 weeks in advance*
  - Talent requests: At least *2 weeks in advance*
- Late requests will be subjected to an additional fee:
  - Paid events: 10% of total charge
  - Non-paid events: \$10 per talent/crew
- Cancellation fee (i.e. cancellations made within less than a week of the event/project):
  - Paid events: 20% of total charge
  - Non-paid events: \$20 per talent/crew
- Welfare to be provided for by organisers: Water, Food, and Transportation Claims. This applies to events that require reporting/leaving at odd hours (i.e. 11pm - 7am).
- Rates exclude GST.

# TALENT SERVICE SPECIFIC NOTES

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

- The rates are fixed. There will be no pro-rating for events shorter than 4 hours.
- 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 2 weeks in advance* to actual event or by the first meeting with emcee – whichever is earlier. Late dissemination will be chargeable as at \$15 per emcee engaged.
  - Scripts should be sent in a fully written format and not listed in talking points, short lines, or 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.
- Script Readings that are on separate days from the event date, will be chargeable as per rehearsal rates.
- Events where there is a break<sup>1</sup> for more than or equivalent to 3 hours will be charged as a new event.

<sup>1</sup>A break is referred to periods in which the client will not require the emcee to provide any hosting services.

#### OSL-Organised Exceptions

*The following ODOS-Organised and ACF events will receive emcee support at no charge:*

SMU Arts Festival ■ SMU Patron's Day ■ SMU Vivace ■ SMU Freshmen Orientation ■ SMU Academic Year Opening Ceremony ■ SMU ACF Arts Camp Glam Night

# AUDIO-VISUAL SERVICES SPECIFIC NOTES

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

Live Sound Support ■ Stage Management ■ Video Production ■ Audio Production ■ Live Streaming

- The rates are fixed. There will be no pro-rating for events shorter than 4 hours.
- All requests should be submitted at least 3 weeks in advance of the date of the event and are subject to SMUBE's manpower and resources availability.
- We are only able to accommodate the 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. Request(s) are subjected to manpower availability for support.
- Events where there is a break<sup>1</sup> in the programme of *more than 2 hours*, the programme after the break will be charged as a new event. These events will be subjected to a charge of 1 crew member for the duration of that break.

<sup>1</sup>A break is referred to periods in which crew members are not required to provide event support and the equipment is left on-site.

The charges for the break will be calculated as per the rates stated for subsequent hours of the event type. These charges may be waived on the condition that the client is present to ensure security of the equipment throughout the break.

#### OSL-Organised Exceptions

The following ODOS-Organised and ACF events will receive emcee support at no charge:

SMU Arts Festival Opening ■ SMU Patron's Day ■ SMU Vivace ■ SMU Freshmen Orientation ■ SMU Academic Year Opening Ceremony ■ SMU ACF Arts Camp Glam Night



# VIDEO SERVICE-SPECIFIC NOTES

Please read the following memo before engaging in SMUBE's relevant 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 sound recording services 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 video collaterals are available through the following methods: Thumbdrive, Email, Dropbox, YouTube or Google Drive. Other means are only permitted by special request only.

Each Camera Set for Filming Services include:  
*A Camera, Tripod, 1 SD Card, 2 Batteries*

Editing for a 5-minute video, approximately requires 20 hours of Editing.

OSL-organised Exceptions

*The following ODOS-organised and ACF events will receive emcee support at no charge:*

*SMU Arts Festival Opening ■ SMU Patron's Day ■ SMU Vivace ■ SMU Freshmen Orientation  
■ SMU Academic Year Opening Ceremony ■ SMU ACF Arts Camp Glam Night*

# PODCAST SERVICE-SPECIFIC NOTES

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

- Fees for production 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.
- SMUBE Campus Radio's services must be engaged for usage of equipment. Strictly no rental of equipment is provided.
- 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.

Each Video Podcast Equipment Package includes:

*2 Cameras, 2 Microphones, 1 Focusrite, 1 Video Capture Card, 2 SD Cards, 2 Tripods, 2 Batteries.*

Each Additional Camera Set includes:

*1 Camera, 1 SD Card, 1 Tripod, 2 Batteries.*

Editing for a 8-minute video podcast, approximately requires 16 hours of Editing

OSL-organised Exceptions

*The following ODOS-organised and ACF events will receive emcee support at no charge:*

*SMU Arts Festival Opening ■ SMU Patron's Day ■ SMU Vivace ■ SMU Freshmen Orientation  
■ SMU Academic Year Opening Ceremony ■ SMU ACF Arts Camp Glam Night*

# ACF & 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><b>Emcees</b></p> <ul style="list-style-type: none"> <li>■ \$30 per emcee for first 4 hours</li> <li>■ \$8 per emcee for every subsequent hour or part thereof</li> </ul> <p><b>Voiceovers</b></p> <ul style="list-style-type: none"> <li>■ \$15 per talent for first 4 hours</li> <li>■ \$5 per talent for every subsequent hour or part thereof</li> </ul> <p><b>Additional Rehearsals</b></p> <ul style="list-style-type: none"> <li>■ 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.)*</li> </ul> <p><b>Radio Jockey</b></p> <ul style="list-style-type: none"> <li>■ \$30 per jockey for the first 4 hours</li> <li>■ \$8 per jockey for every subsequent hour or part thereof</li> <li>■ Includes same-day rehearsal</li> </ul> <p><i>*Subsequent script readings, rehearsals, or any form of work with an emcee is chargeable.</i></p>	<p><b>Event Day</b></p> <ul style="list-style-type: none"> <li>■ \$30 per crew for first 4 hours</li> <li>■ \$8 per crew for every subsequent hour or part thereof</li> <li>■ Includes same-day rehearsal, set-up and tear down</li> </ul> <p><b>Additional Rehearsals</b></p> <ul style="list-style-type: none"> <li>■ No Charge</li> </ul>	<p><b>Show Caller / Stage Manager (SM)</b></p> <ul style="list-style-type: none"> <li>■ \$50 per crew for first 4 hours</li> <li>■ \$15 per crew for every subsequent hour or part thereof</li> <li>■ Includes same-day rehearsal, set-up and tear down</li> <li>■ Inclusive of two (2) 1-hour production meetings*</li> </ul> <p><i>*Additional production meetings will be charged at \$10 per meeting.</i></p> <p><b>Artist Manager (AM)</b></p> <ul style="list-style-type: none"> <li>■ \$45 per crew for first 4 hours</li> <li>■ \$12 per crew for every subsequent hour or part thereof</li> <li>■ Includes same-day rehearsal, set-up and tear down</li> </ul> <p><b>Backstage Crew</b></p> <ul style="list-style-type: none"> <li>■ \$40 per crew for first 4 hours</li> <li>■ \$11 per crew for every subsequent hour or part thereof</li> <li>■ Includes same-day rehearsal, set-up and tear down</li> </ul> <p><b>Additional Rehearsals</b></p> <ul style="list-style-type: none"> <li>■ No Charge</li> </ul>	<p><b>Creative Work (Creative/Corporate Video, Event Coverage)</b></p> <ul style="list-style-type: none"> <li>■ \$50 for conceptualisation, directing, producing, writing, storyboarding, planning</li> </ul> <p><b>Filming</b></p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$15 per crew for the first 4 hours</li> <li>■ \$5 per crew per hour for subsequent hour or part thereof</li> </ul> <p><u>Audio Visual Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> <li>■ \$5 for the first 4 hours</li> <li>■ \$5 per hour for subsequent hour or part thereof</li> </ul> <p><u>Lighting Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> <li>■ \$5 for the first 4 hours</li> <li>■ \$3 per hour for subsequent hour or part thereof</li> </ul> <p><b>Video Editing</b></p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$15 for the first 4 hours</li> <li>■ \$5 per crew per hour for subsequent hour or part thereof</li> </ul> <p><u>Video Editing Equipment Charge (Per Set):</u></p> <ul style="list-style-type: none"> <li>■ \$5 for the first 4 hours</li> <li>■ \$5 per hour for subsequent hour or part thereof</li> </ul> <p>*Subtitling (English) is included in editing services</p> <p><b>Additional Rehearsals</b></p> <ul style="list-style-type: none"> <li>■ All service packages come with a complimentary first meeting with our representatives to discuss the concept and the scope of the project</li> </ul> <p><b>Additional Drafts</b></p> <ul style="list-style-type: none"> <li>■ Includes complimentary 2 edit drafts*</li> </ul> <p><i>*Subsequent additional drafts from the prescribed, will be charged accordingly.</i></p>	<p><b>Audio Production</b></p> <p><b>Creative Work</b></p> <ul style="list-style-type: none"> <li>■ \$50 for conceptualisation, writing, planning, production</li> </ul> <p><b>Recording</b></p> <p><u>Recording Manpower Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$15 per crew for the first 4 hours</li> <li>■ \$5 per crew per hour for subsequent hour or part thereof</li> </ul> <p><u>Audio Equipment Package Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$5 for the first 4 hours</li> <li>■ \$5 per hour for subsequent hour or part thereof</li> </ul> <p><u>Extra Mic Set Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$5 for the first 4 hours</li> <li>■ \$5 per hour for subsequent hour or part thereof</li> </ul> <p><b>Audio Editing</b></p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$15 per crew for the first 4 hours</li> <li>■ \$5 per crew per hour for subsequent hour or part thereof</li> </ul> <p><u>Audio Editing Equipment Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$5 for the first 4 hours</li> <li>■ \$5 per hour for subsequent hour or part thereof</li> </ul> <hr/> <p><b>Add-on: Video Podcast</b></p> <p><i>For video podcasts, please refer to the 'Video Production' column for add-on costs: <b>Filming, Video Editing and Additional Drafts.</b></i></p>	<p><b>Live Streaming</b></p> <p><u>Manpower Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$15 per crew for the first 4 hours</li> <li>■ \$5 per crew per hour for subsequent hour or part thereof</li> </ul> <p><u>Equipment Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$5 for the first 4 hours</li> <li>■ \$5 per hour for subsequent hour or part thereof</li> </ul> <p><u>Extra Camera Set Charge:</u></p> <ul style="list-style-type: none"> <li>■ \$5 for the first 4 hours</li> <li>■ \$5 per hour for subsequent hour or part thereof</li> </ul> <p><b>Additional Rehearsals</b></p> <ul style="list-style-type: none"> <li>■ No Charge</li> </ul>



# NON-ACF CLUBS

The following rates apply to SMU's CBds and the Clubs under the relevant constituent bodies.

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



# OFFICE OF THE DEAN OF STUDENT ORGANISED EVENTS

The following rates apply to ODOS. Do take note of service notes on the ODOS events that have special exceptions.

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

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



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



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