

**SMU BROADCAST & ENTERTAINMENT ALLOWANCE CARD (CORRECTED AS OF 7 OCTOBER 2021)**

	<b>Talents</b> Emcees, Voiceovers	<b>Live Sound Support</b>	<b>Video Production</b> Creative Work, Filming, Editing	<b>Podcast Production</b> Radio Jockey, Creative Work, Filming, Editing
<b>ACF &amp; ACF Clubs</b>	<b>EMCEES</b> <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> <li>Includes same-day rehearsal</li> </ul> <b>VOICEOVERS</b> <ul style="list-style-type: none"> <li>\$15 per talent for first 4 hours</li> <li>\$5 per talent per hour for subsequent hour or part thereof</li> </ul>	<b>EVENT DAY</b> <ul style="list-style-type: none"> <li>\$30 per crew for first 4 hours</li> <li>\$8 per crew per hour for subsequent hour or part thereof</li> <li>Includes same-day rehearsal, set-up and tear down</li> </ul> <b>ADDITIONAL REHEARSALS</b> <ul style="list-style-type: none"> <li>No charge</li> </ul>	<b>CREATIVE WORK</b> (Creative Video, Corporate Video, Events Coverage) <ul style="list-style-type: none"> <li>\$50 for conceptualisation, directing, producing, writing, storyboarding, planning</li> </ul> <b>FILMING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$15 per crew for first 4 hours</li> <li>\$5 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (per camera set)</u> <ul style="list-style-type: none"> <li>\$5 for first 4 hours</li> <li>\$5 per hour for subsequent hour or part thereof</li> </ul> <b>EDITING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$15 per crew for first 4 hours</li> <li>\$5 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (for editing)</u> <ul style="list-style-type: none"> <li>\$5 for first 4 hours</li> <li>\$5 per hour for subsequent hour or part thereof</li> </ul>	<b>CREATIVE WORK</b> (Video Podcast) <ul style="list-style-type: none"> <li>\$50 for conceptualisation, writing, planning</li> </ul> <b>PRODUCTION</b> <u>Radio Jockey</u> <ul style="list-style-type: none"> <li>\$30 per RJ for first 4 hours</li> <li>\$8 per RJ for every subsequent hour or part thereof</li> <li>Includes same-day rehearsal</li> </ul> <u>Filming Manpower Charge</u> <ul style="list-style-type: none"> <li>\$15 per crew for first 4 hours</li> <li>\$5 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Video Podcast Equipment Package Charge</u> <ul style="list-style-type: none"> <li>\$5 for first 4 hours</li> <li>\$5 per hour for subsequent hour or part thereof</li> </ul> <u>Extra Camera Set Charge</u> <ul style="list-style-type: none"> <li>\$5 for first 4 hours</li> <li>\$5 per hour for subsequent hour or part thereof</li> </ul> <u>Extra Mic Set Charge</u> <ul style="list-style-type: none"> <li>\$5 for first 4 hours</li> <li>\$5 per hour for subsequent hour or part thereof</li> </ul> <b>EDITING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$15 per crew for first 4 hours</li> <li>\$5 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (for editing)</u> <ul style="list-style-type: none"> <li>\$5 for first 4 hours</li> <li>\$5 per hour for subsequent hour or part thereof</li> </ul> <u>Subtitling Charge</u> <ul style="list-style-type: none"> <li>\$10 per video</li> </ul>
<b>Non-ACF Clubs &amp; CBDs</b>	<b>EMCEES</b> <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> <li>Includes same-day rehearsal</li> </ul> <b>VOICEOVERS</b> <ul style="list-style-type: none"> <li>\$20 per talent for first 4 hours</li> <li>\$5 per talent per hour for subsequent hour or part thereof</li> </ul>	<b>EVENT DAY</b> <ul style="list-style-type: none"> <li>\$60 per crew for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> <li>Includes same-day rehearsal, set-up and tear down</li> </ul> <b>ADDITIONAL REHEARSALS</b> <ul style="list-style-type: none"> <li>\$9 per crew per hour for subsequent hour or part thereof</li> </ul>	<b>CREATIVE WORK</b> (Creative Video, Corporate Video, Events Coverage) <ul style="list-style-type: none"> <li>\$100 for conceptualisation, directing, producing, writing, storyboarding, planning</li> </ul> <b>FILMING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$40 per crew for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (per camera set)</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <b>EDITING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$40 per crew for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (for editing)</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul>	<b>CREATIVE WORK</b> (Video Podcast) <ul style="list-style-type: none"> <li>\$100 for conceptualisation, writing, planning</li> </ul> <b>PRODUCTION</b> <u>Radio Jockey</u> <ul style="list-style-type: none"> <li>\$40 per RJ for first 4 hours</li> <li>\$10 per RJ for every subsequent hour or part thereof</li> <li>Includes same-day rehearsal</li> </ul> <u>Filming Manpower Charge</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Video Podcast Equipment Package Charge</u> <ul style="list-style-type: none"> <li>\$25 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <u>Extra Camera Set Charge</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <u>Extra Mic Set Charge</u> <ul style="list-style-type: none"> <li>\$10 for first 4 hours</li> <li>\$5 per hour for subsequent hour or part thereof</li> </ul> <b>EDITING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$40 per crew for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (for editing)</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <u>Subtitling Charge</u> <ul style="list-style-type: none"> <li>\$20 per video</li> </ul>
<b>Office of the Dean of Students Organised Events</b> The following ODOs-organised events will receive SMUBE support at no charge: <ul style="list-style-type: none"> <li>SMU Arts Festival</li> <li>SMU Patron's Day</li> <li>SMU Freshmen Orientation</li> <li>Academic Year Opening Ceremony</li> </ul> *Kindly note that AMT has a different set of exemptions. Please refer to <b>AMT Notes</b> on the list of exemptions for AMT services.	<b>EMCEES</b> <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> <li>Includes same-day rehearsal</li> </ul> <b>VOICEOVERS</b> <ul style="list-style-type: none"> <li>\$40 per talent for first 4 hours</li> <li>\$8 per talent per hour for subsequent hour or part thereof</li> </ul>	No Charge	<b>CREATIVE WORK</b> (Creative Video, Corporate Video, Events Coverage) <ul style="list-style-type: none"> <li>\$200 for conceptualisation, directing, producing, writing, storyboarding, planning</li> </ul> <b>FILMING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$80 per crew for first 4 hours</li> <li>\$30 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (per camera set)</u> <ul style="list-style-type: none"> <li>\$40 for first 4 hours</li> <li>\$15 per hour for subsequent hour or part thereof</li> </ul> <b>EDITING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$80 per crew for first 4 hours</li> <li>\$30 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (for editing)</u> <ul style="list-style-type: none"> <li>\$40 for first 4 hours</li> <li>\$15 per hour for subsequent hour or part thereof</li> </ul>	<b>CREATIVE WORK</b> (Video Podcast) <ul style="list-style-type: none"> <li>\$200 for conceptualisation, writing, planning</li> </ul> <b>PRODUCTION</b> <u>Radio Jockey</u> <ul style="list-style-type: none"> <li>\$80 per RJ for first 4 hours</li> <li>\$15 per RJ for every subsequent hour or part thereof</li> <li>Includes same-day rehearsal</li> </ul> <u>Filming Manpower Charge</u> <ul style="list-style-type: none"> <li>\$80 per crew for first 4 hours</li> <li>\$30 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Video Podcast Equipment Package Charge</u> <ul style="list-style-type: none"> <li>\$50 for first 4 hours</li> <li>\$20 per hour for subsequent hour or part thereof</li> </ul> <u>Extra Camera Set Charge</u> <ul style="list-style-type: none"> <li>\$40 for first 4 hours</li> <li>\$15 per hour for subsequent hour or part thereof</li> </ul> <u>Extra Mic Set Charge</u> <ul style="list-style-type: none"> <li>\$18 for first 4 hours</li> <li>\$7 per hour for subsequent hour or part thereof</li> </ul> <b>EDITING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$80 per crew for first 4 hours</li> <li>\$30 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (for editing)</u> <ul style="list-style-type: none"> <li>\$40 for first 4 hours</li> <li>\$15 per hour for subsequent hour or part thereof</li> </ul> <u>Subtitling Charge</u> <ul style="list-style-type: none"> <li>\$40 per video</li> </ul>
<b>Local Community Service Projects Camps/Events endorsed by the Centre for Social Responsibility (C4SR)</b> Local CSP Events require proof of C4SR endorsement to qualify for these rates.	No Charge	<b>EVENT DAY</b> <ul style="list-style-type: none"> <li>\$30 per crew for first 4 hours</li> <li>\$8 per crew per hour for subsequent hour or part thereof</li> <li>Includes same-day rehearsal, set-up and tear down</li> </ul>	<b>CREATIVE WORK</b> (Creative Video, Corporate Video, Events Coverage) <ul style="list-style-type: none"> <li>\$100 for conceptualisation, directing, producing, writing, storyboarding, planning</li> </ul> <b>FILMING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$40 per crew for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (per camera set)</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <b>EDITING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$40 per crew for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (for editing)</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul>	<b>*If the CSP is featured under the CR AT80 pillar, there will be no charge</b> <b>CREATIVE WORK</b> (Video Podcast) <ul style="list-style-type: none"> <li>\$100 for conceptualisation, writing, planning</li> </ul> <b>PRODUCTION</b> <u>Radio Jockey</u> <ul style="list-style-type: none"> <li>No Charge</li> </ul> <u>Filming Manpower Charge</u> <ul style="list-style-type: none"> <li>\$40 per crew for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Video Podcast Equipment Package Charge</u> <ul style="list-style-type: none"> <li>\$25 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <u>Extra Camera Set Charge</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <u>Extra Mic Set Charge</u> <ul style="list-style-type: none"> <li>\$10 for first 4 hours</li> <li>\$5 per hour for subsequent hour or part thereof</li> </ul> <b>EDITING</b> <u>Manpower Charge</u> <ul style="list-style-type: none"> <li>\$40 per crew for first 4 hours</li> <li>\$15 per crew per hour for subsequent hour or part thereof</li> </ul> <u>Equipment Charge (for editing)</u> <ul style="list-style-type: none"> <li>\$20 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <u>Subtitling Charge</u> <ul style="list-style-type: none"> <li>\$20 per video</li> </ul>

<p><b>SMU Corporate Offices</b></p> <p>Events organised by these offices will receive SMUBE support at no charge:</p> <ul style="list-style-type: none"> <li>Office of the President</li> <li>Office of the Deputy President</li> <li>Office of the Provost</li> </ul>	<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> <li>Includes same-day rehearsal</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 per hour for subsequent hour or part thereof</li> </ul>	<p><b>MANPOWER CHARGE</b></p> <ul style="list-style-type: none"> <li>\$60 per crew per for first 4 hours</li> <li>\$18 per crew per hour for 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>1x Mixer</li> <li>1x Amplifier</li> <li>2x Speakers (incl. stands)</li> <li>3x Microphones (Wired/Wireless)</li> </ul> </li> </ul> <p><b>Additional Equipment:</b></p> <ul style="list-style-type: none"> <li>Microphone - \$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.  <sup>2</sup>For ensemble performances, rates will be in accordance to the number of additional microphones required.</p>	<p><b>CREATIVE WORK</b> (Creative Video, Corporate Video, Events Coverage)</p> <ul style="list-style-type: none"> <li>\$200 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>\$80 per crew for first 4 hours</li> <li>\$30 per crew per hour for subsequent hour or part thereof</li> </ul> <p><b>Equipment Charge (per camera set)</b></p> <ul style="list-style-type: none"> <li>\$40 for first 4 hours</li> <li>\$15 per hour for subsequent hour or part thereof</li> </ul> <p><b>EDITING</b></p> <p><b>Manpower Charge</b></p> <ul style="list-style-type: none"> <li>\$80 per crew for first 4 hours</li> <li>\$30 per crew per hour for subsequent hour or part thereof</li> </ul> <p><b>Equipment Charge (for editing)</b></p> <ul style="list-style-type: none"> <li>\$40 for first 4 hours</li> <li>\$15 per hour for subsequent hour or part thereof</li> </ul>	<p><b>CREATIVE WORK</b> (Video Podcast)</p> <ul style="list-style-type: none"> <li>\$200 for conceptualisation, writing, planning</li> </ul> <p><b>PRODUCTION</b></p> <p><b>Radio Jockey</b></p> <ul style="list-style-type: none"> <li>\$80 per RJ for first 4 hours</li> <li>\$15 per RJ for every subsequent hour or part thereof</li> <li>Includes same-day rehearsal</li> </ul> <p><b>Filming Manpower Charge</b></p> <ul style="list-style-type: none"> <li>\$80 per crew for first 4 hours</li> <li>\$30 per crew per hour for subsequent hour or part thereof</li> </ul> <p><b>Video Podcast Equipment Package Charge</b></p> <ul style="list-style-type: none"> <li>\$50 for first 4 hours</li> <li>\$20 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>\$40 for first 4 hours</li> <li>\$15 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>\$18 for first 4 hours</li> <li>\$7 per hour for subsequent hour or part thereof</li> </ul> <p><b>EDITING</b></p> <p><b>Manpower Charge</b></p> <ul style="list-style-type: none"> <li>\$80 per crew for first 4 hours</li> <li>\$30 per crew per hour for subsequent hour or part thereof</li> </ul> <p><b>Equipment Charge (for editing)</b></p> <ul style="list-style-type: none"> <li>\$40 for first 4 hours</li> <li>\$15 per hour for subsequent hour or part thereof</li> </ul> <p><b>Subtitling Charge</b></p> <ul style="list-style-type: none"> <li>\$40 per video</li> </ul>
<p><b>Non-SMU Offices/ Organisations</b></p>	<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>MANPOWER CHARGE</b></p> <ul style="list-style-type: none"> <li>\$60 per crew per for first 4 hours</li> <li>\$18 per crew per hour for 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>: \$150</li> <li>Includes: <ul style="list-style-type: none"> <li>1x Mixer</li> <li>1x Amplifier</li> <li>2x Speakers (incl. stands)</li> <li>3x Microphones (Wired/Wireless)</li> </ul> </li> </ul> <p><b>Additional Equipment:</b></p> <ul style="list-style-type: none"> <li>Microphone - \$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 150 pax.  <sup>2</sup>For ensemble performances, rates will be in accordance to the number of additional microphones required.</p>	<p><b>CREATIVE WORK</b> (Creative Video, Corporate Video, Events Coverage)</p> <ul style="list-style-type: none"> <li>\$300 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>\$150 per crew for first 4 hours</li> <li>\$80 per crew per hour for subsequent hour or part thereof</li> </ul> <p><b>Equipment Charge (per camera set)</b></p> <ul style="list-style-type: none"> <li>\$100 for first 4 hours</li> <li>\$25 per hour for subsequent hour or part thereof</li> </ul> <p><b>EDITING</b></p> <p><b>Manpower Charge</b></p> <ul style="list-style-type: none"> <li>\$150 per crew for first 4 hours</li> <li>\$80 per crew per hour for subsequent hour or part thereof</li> </ul> <p><b>Equipment Charge (for editing)</b></p> <ul style="list-style-type: none"> <li>\$100 for first 4 hours</li> <li>\$80 per hour for subsequent hour or part thereof</li> </ul>	<p><b>CREATIVE WORK</b> (Video Podcast)</p> <ul style="list-style-type: none"> <li>\$300 for conceptualisation, writing, planning</li> </ul> <p><b>PRODUCTION</b></p> <p><b>Radio Jockey</b></p> <ul style="list-style-type: none"> <li>\$100 per RJ per hour</li> </ul> <p><b>Filming Manpower Charge</b></p> <ul style="list-style-type: none"> <li>\$150 per crew for first 4 hours</li> <li>\$80 per crew per hour for subsequent hour or part thereof</li> </ul> <p><b>Video Podcast Equipment Package Charge</b></p> <ul style="list-style-type: none"> <li>\$125 for first 4 hours</li> <li>\$35 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>\$100 for first 4 hours</li> <li>\$25 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>\$40 for first 4 hours</li> <li>\$10 per hour for subsequent hour or part thereof</li> </ul> <p><b>EDITING</b></p> <p><b>Manpower Charge</b></p> <ul style="list-style-type: none"> <li>\$150 per crew for first 4 hours</li> <li>\$80 per crew per hour for subsequent hour or part thereof</li> </ul> <p><b>Equipment Charge (for editing)</b></p> <ul style="list-style-type: none"> <li>\$100 for first 4 hours</li> <li>\$80 per hour for subsequent hour or part thereof</li> </ul> <p><b>Subtitling Charge</b></p> <ul style="list-style-type: none"> <li>\$50 per video</li> </ul>
<p><b>Service-Specific Notes</b></p>	<ul style="list-style-type: none"> <li>There will be no pro-rating for events shorter than 4 hours.</li> <li>*The following ODOS-organised events will receive emceeing support at no charge: <ul style="list-style-type: none"> <li>SMU Arts Festival Opening Ceremony</li> <li>SMU Patron's Day Roadshow</li> <li>SMU Freshmen Orientation Camps organised by all CBDs</li> <li>Vivace</li> <li>SMU Academic Year Opening Ceremony</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>There will be no pro-rating for events shorter than 4 hours.</li> <li>Event locations held outside main SMU Campus (i.e. SMU Administration Building, Prinsep Street Residences) will be subjected to an <b>additional \$10 per crew member</b>.</li> <li>For safety reasons, all events require a minimum of 3 crew members for set up and tear down.</li> <li>Events where there is a break 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 <b>1 crew member</b> for the duration of that break. <ul style="list-style-type: none"> <li>A break is where crew members are not required to provide sound support and the equipment is left on-site.</li> <li>The charges for the break will be calculated as per the rates stated for subsequent hours of the event type.</li> <li>These charges may be waived on the condition that the client is present to ensure security of the equipment throughout the break.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Each camera set consists of a camera, tripod, 1 SD card and 2 batteries.</li> <li>5 mins video = Approximately 20 hours of editing</li> <li>Fees for filming and editing are subject to changes depending on the project's difficulty.</li> <li>Delivery of videos are available through thumb drive, email, Dropbox, YouTube or Google Drive. Other means by request only.</li> <li>Complimentary first meeting with CTV representatives (minimum 1 Director/Deputy to be present) to discuss concept of video projects.</li> <li>All requests must come in <b>at least 1 month in advance</b> and the request's acceptance is subject to SMUBE's manpower and resource availability.</li> <li>Transportation costs to be incurred for any filming outside of SMU.</li> <li>Any rehearsals / location recce would be incurred into filming manpower and filming equipment charges.</li> <li>Rates exclude graphics and animations or purchase of copyright music or other copyrighted assets.</li> <li>Rates do not include sound recording services and hosting services.</li> <li>Additional rates apply according to Talent rates.</li> </ul>	<ul style="list-style-type: none"> <li>Rates for creative work includes discussion meetings with the client.</li> <li>8 minutes video = Approximately 16 hours of editing</li> <li>Each video podcast equipment package consists of 2 microphones, 1 Focusrite, 1 video capture card, 2 cameras, 2 SD cards, 2 tripods, and 2 batteries.</li> <li>An additional camera set includes 1 camera, 1 SD card, 1 tripod, and 2 batteries</li> <li>1 podcast would require a minimum of 1 interviewer, 1 editor, and 1 director. Offline recordings would require an additional member for setup.</li> <li>Rates may differ based on complexity.</li> <li>Rates exclude graphics and animations or purchase of copyright music or other copyrighted assets.</li> </ul>

**General Notes**

- SMU Broadcast & Entertainment reserves the right to amend any of the allowance rates or additional charges without notice.
- Events/Project requests that do not fall under the above categories will be evaluated on a case by case basis before applying at the relevant rates.
- All requests should be submitted **at least 2 weeks in advance** of the date of event and are subject to SMUBE's manpower and resources availability. Exception of **Video/Podcast Production** services, which requires submission of request **at least 1 month in advance**.
- Late requests will be subjected to an additional fee:
  - Paid events: 10% of total charge
  - Non-paid events: \$10 per talent/crew
- Late cancellation fee (i.e. Cancellations made within less than a week of the event/project)
  - For paid events: 20% of total charge
  - For non-paid events: \$20 per talent/crew
- Rates exclude GST charges.
- SMUBE will not loan its equipment without accompanying manpower. All engagements will include both manpower and rental of equipment.
- Welfare to be provided for by organisers: water, food, transportation claims (for events that require reporting/leaving at odd hours: 11pm - 7am)