

# event documentation

Encapsulate the atmosphere of your event so you can show them how successful it really was



Your event is only as good as its documentation.

Every good event needs quality documentation to ensure that it survives in the memory of those involved and those who will potentially support the next event. We will film and edit your event to provide a short video (perfect for pitching) and a longer edit (a great way to re-visit particular elements of your event).

| # | Article Nr | Description   | Unit         | Price    | Tax    | Subtotal   |
|---|------------|---|--------------|----------|--------|------------|
| 1 | Cam 1      | Camera Operator providing professional quality HD footage. Includes HDV Camera, tripod & HDV tape.          | 5.00 hourly  | \$200.00 | 10.00% | \$1,000.00 |
| 2 | Cam 2      | Camera Operator providing professional quality HD footage. Includes HDV Camera, tripod & HDV tape.          | 5.00 hourly  | \$200.00 | 10.00% | \$1,000.00 |
| 3 | Post       | Post Production. Producing edited video to HDTV standard. Includes titles, credits and preparation for DVD. | 22.00 hourly | \$85.00  | 10.00% | \$1,870.00 |
| 4 | Auth       | Encoding & Authoring to custom DVD menu. Includes custom designed menu layout.                              | 1.00 unit    | \$150.00 | 10.00% | \$150.00   |
| 5 | Web        | FREE! Your final video provided in web format on CD ready to upload to your website/youtube etc.            | 1.00 unit    | \$0.00   | 10.00% | \$0.00     |

**Please Note:** This quote does not include copyright. Should you wish to use copyright protected material we will assist you in obtaining a licence from the relevant organisation.

Subtotal: \$4,020.00

Total gst: \$402.00

**Total amount: \$4,422.00**

Want to know more?

This budget is intended as a guide based on a standard project of this nature. After we have talked with you we will customise the project to suit your exact needs and send you a comprehensive budget. We look forward to hearing from you in the near future!



Contact Sandi (Creative Director)  
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