

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Qty	Total	Delivered, Weeks/Months
1	<p>SCOPE OF SERVICES</p> <p>A. ENTERTAINMENT</p> <p>Date : March 11, 2019 / 7:30-10:30pm Venue: Radisson Blu Hotel Ballroom Show: Throughout the evening Preferred performers: TNT Boys, Silk Dance Group based in Cebu and Sinulog Dancers <i>Note: In case of unavailability of the preferred performers, bidder may submit their proposal subject to approval of the DOT end-user.</i> After the program: Full band based in Cebu and 10 Dance Instructors</p> <p>B. PROGRAM</p> <p>1. Manage and implement the program for during the Networking Dinner, to include:</p> <p>a. Program flow/detailed scenario/script based on the approved program b. Talents' briefing and coordination of talents' technical rehearsals c. Professionals /talents, to include: - Voice-Over Talent - Master of Ceremonies d. Appropriate AV presentations/title cards for speakers/sessions Note: The organizers will have a separate program for the Marketing Awards (details to follow)</p> <p>2. Provide the following physical and technical requirements for the Networking Dinner (to enhance what the hotel venue will provide) and oversee their set-up and operation in coordination with the technical</p>	One (1) Lot	One (1) Lot	March 11, 2019

	<p>provider in the event venues, including, but not limited to:</p> <ol style="list-style-type: none"> a. Sound System (speakers, microphones, etc.) Lighting equipment and special effects b. LED projectors and screens c. LED screen, backdrop, set design d. Costumes of entertainers and necessary props e. Stage and over-all venue décor/execution and set-up Theme: The Best of Cebu Islands f. Production of themed invitations for the Networking Dinner g. Close circuit camera (1 set) and a dedicated camera/s for documentation purposes h. Signage, Banners and Tarpaulins around the venue -Design, production and installation to be handled by the Production House. -Coordination with the hotel to be handled by the Production House. i. Form a lean Production Team to oversee the light, sound, special effects, audiovisual and other physical and technical requirements, stage design, blocking, etc.: <ul style="list-style-type: none"> - Director - Production/Stage Manager - Script Writer - Venue/stage designer - Technical (light and sound) Director - Videographer <ol style="list-style-type: none"> 3. Oversee and coordinate rehearsals of performers and present a final dry-run and technical dress rehearsal at least 3 days before the event 4. Document in video all presentations during the Networking Dinner 			
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