

**SPECIFICATION COST OFFERS FOR APPOINTMENT OF EVENT MANAGER
MALAYSIAN BRAND FORUM 2014
9 OCTOBER 2014 (8.00 AM – 2.00 PM)**

| Description | Price RM |
|---|-------------|
| <p><u>SPECIFICATION (500 pax)</u></p> <p>1. <u>Launching Ceremony, Certificate and Trophy Presentation</u></p> <ul style="list-style-type: none">- Concept & theme development- Launch gimmick- Programme book, e-invite, buntings & relevant promotional materials (including copywriting & design)- Yellow covered programme book for His Royal Highness – 5 units- Multimedia presentation for Malaysian Brand Recipients- Seminar Kit for participants- Stage backdrop- Stage management & decoration with potted plants- LCD Projector and screen- Audio visual with technical personnel- Two (2) LCD Projector with screen – (9.6 ft x 16 ft)- One (1) LCD Plasma 42 (facing the VVIP-Onstage)- Royalty setup & other requirements- Photographer & videographer <p><u>Note:</u></p> <p>Preparation of the hall should be completed before the full rehearsal scheduled at 3.30 pm, a day before the event.</p> <p>-</p> | |
| <p>2. <u>Press Conference</u></p> <ul style="list-style-type: none">- Three (3) table mic for VVIP- Two (2) cordless mic for emcee and Q&A session | |

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| <p>3. <u>Advertising & Promotional Activities</u></p> <ul style="list-style-type: none"> - To propose and implement A&P activities to encourage participation and to provide coverage for the event | |
| <p>4. <u>Emcee & Moderator</u></p> <ul style="list-style-type: none"> - To get emcee & moderator for the event (subject to approval from SME Corp) | |
| <p>GRAND TOTAL (RM)</p> | |

I / We hereby declare that the information given is true:

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Name :

Designation :

Date :

Seal of Company :