RCP LONDON | events

Event Production and Content Creation Services

Packages and services

March 2021 – March 2022

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Streaming/ Virtual events

Our expert in-house Audio Visual and Media Services team offer a large range of services for your virtual events, livestreams and webinars. We will help you find the best solution for your event and work with you every step of the way.

Virtual events platform £3950

Our virtual event platform can be customised to your event requirements and in turn, optimise the whole delegate journey. Our basic package is the ideal foundation to build on.

Package includes:
- Welcome page
- Event streaming package
- Event and sponsor branding
- Post-event feedback
- Planning and preparation
- Full event production

Studio Production Package (day rate) £6950

Introducing RCP Studio video. A professional broadcast quality presentation for your virtual or hybrid event.

The room can be set for presentations, discussion-based sessions or a combination of both. The RCP AV and media services team will deliver all aspects of the event; audio, presentation, lighting, staging, filming, pre-and post-production and video streaming services. Typically, this will be a 4-camera shoot to ensure a slick and professional production. All productions can be streamed via the RCP's own platform RCPVirtual or via a website or platform of the client's choice.

Package includes:*

- 4 x cameras or play back devices
- Live vision mixing and real-time graphic inserts (title banners etc)
- Streaming services (including back-up streams and real-time monitoring)
- Full audio system including hand-held and lapel radio microphones
- Single colour or green screen backdrop**
- Preview monitors and LED screens for presenter preview and video panel discussions
- Zoom or Teams integration for virtual presenters and panellists
- Complete studio lighting rig
- Coloured LED up-lighting and wash
- Options for furniture and lectern styles**
- Expert technical support before, during and after your event
- Planning and preparation
- Post-production editing (one day)

* A complete equipment list is available upon request.
* Additional branding, backdrop and furniture options are available for additional charges

*Half-day rate available £3950

Data costs. Charged by consumption

0 expected delegates x 0-hour long event @£0.00 per delegate per hour

Rates

0-100 delegates – 100p
101-500 delegates – 90p
500+ delegates – 75p

*This is an indicative cost based on figures supplied by the client. Costs can go up or down depending on the number of viewers and how long they watch for. Post-event the client will receive a statement confirming the actual amount of data used and will be charged accordingly. There is a minimum charge of 50% of the quoted price.
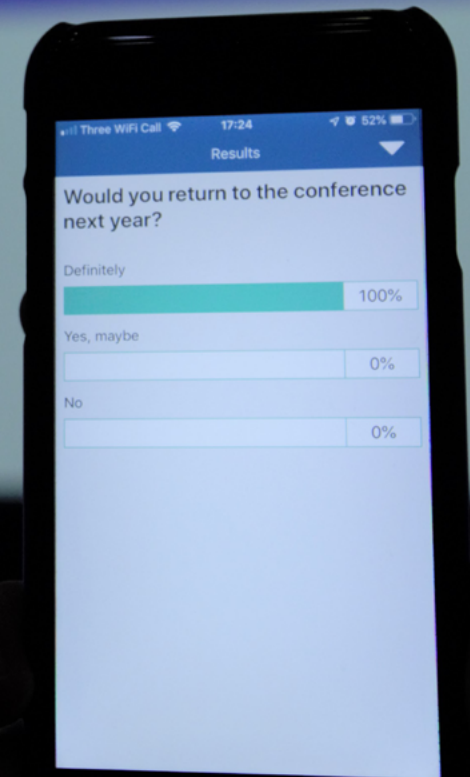
Bolt-on services

Live polling and Q&A £750

The Vevox audience response system, available via browser and mobile app is a multifunctional tool for event planners to capture real-time comment and feedback from a global audience watching a live stream or in the room.

Package includes:

- Pre and post event questions
- Planned and ad-hoc Q&A
- Free typing function for detailed response and questions
- Expert technical support.
- Planning and preparation.
- Event specific branding
- Post event data and question capture

*Half-day rate available £350

Streaming Package £2000

The stream will be a single window with footage of speakers and presentation slides mixed live, or pre-recorded content.

We will provide the client with a link or Iframe embed code to put on their website. We will require estimated numbers of expected views for the live stream and the hosted video to provide more accurate costs.
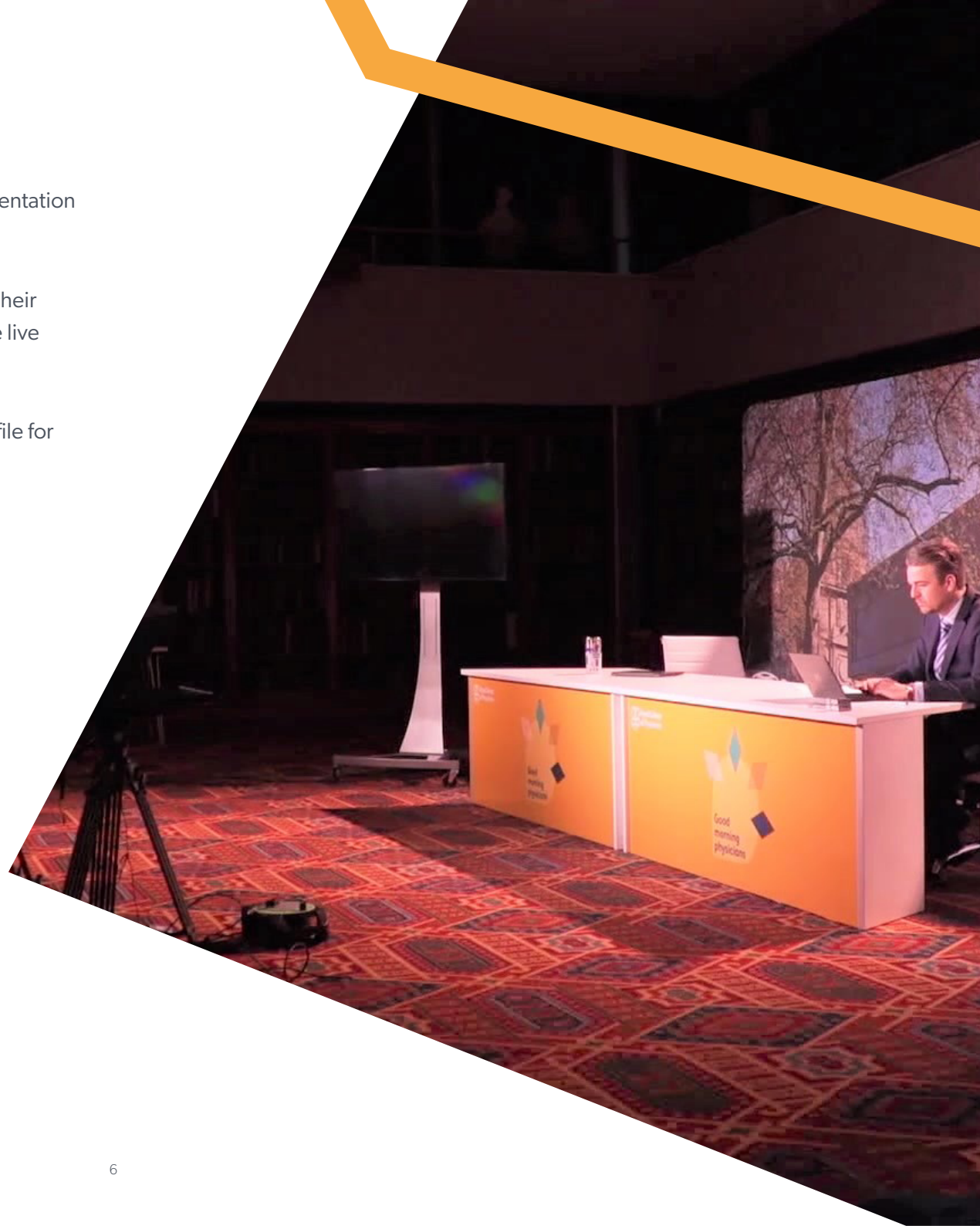
The client will receive a hard copy version as an MPEG4 (1920x1080) file for future within 48 hours.

Package includes:

- 3 x camera or play back devices
- Vision mixer
- Streaming PC's
- Expert technical support
- Planning and preparation
- Post-production editing (half day)
- Real time delegate data

*Half-day rate available £1200

*Hourly rate (minimum 3 hours) £250

Virtual exhibition area
(cost per exhibitor) £100

Posters can achieve excellent visibility and engage with your delegates in a variety of ways.
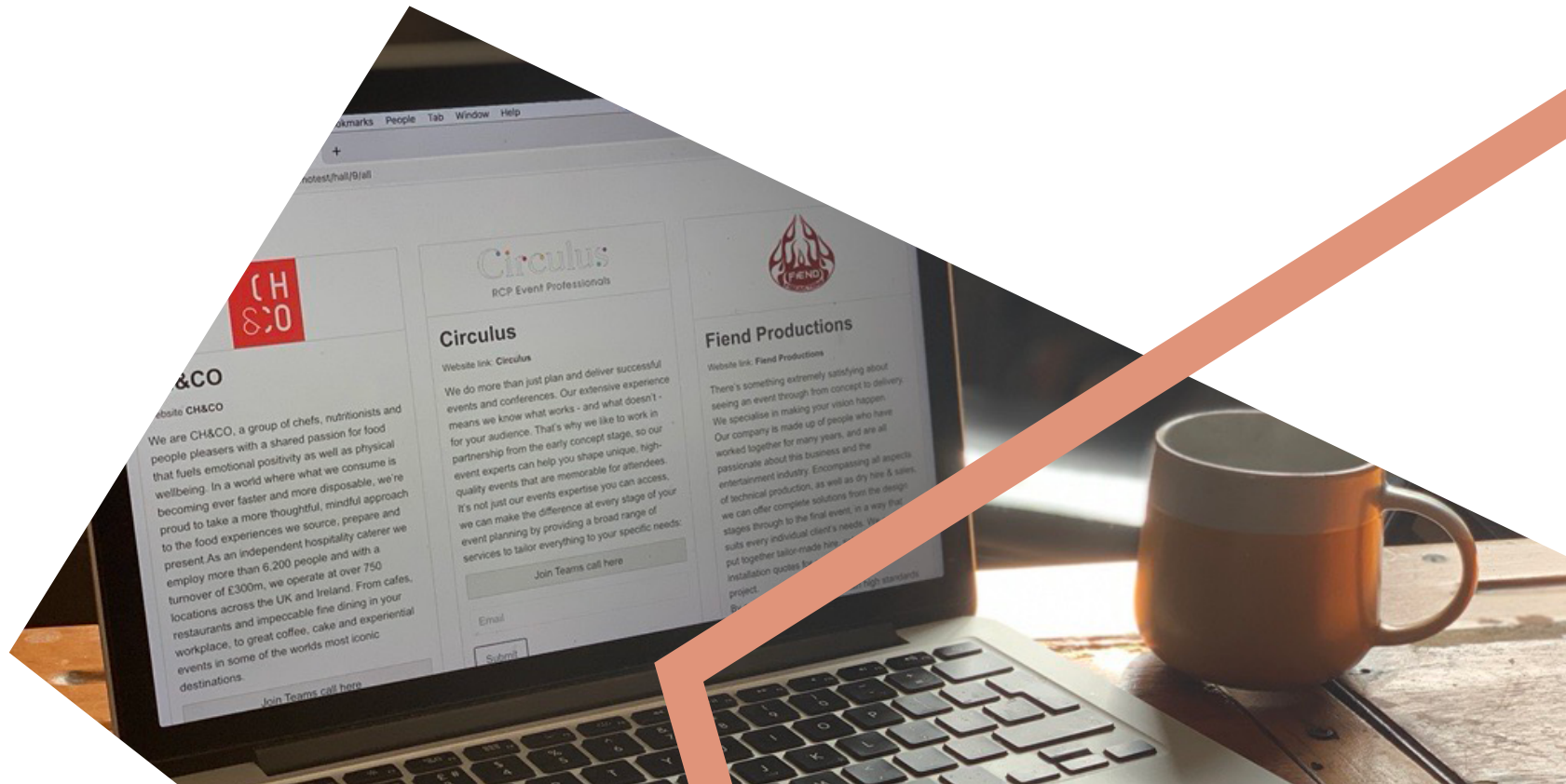
Package includes:

- Individual page for each exhibitor (coming April 2021)
- Branding options
- Upload video content
- Chat room for customer engagement
- Email enquiry form
- Expert technical support and set up

Virtual poster area
(cost per exhibitor) £100

Posters can achieve excellent visibility and engage with your delegates in a variety of ways.

Package includes:

- Full screen display of each poster
- Download options
- Upload video content
- Email enquiry form
- Expert technical support and set up

Virtual breakout room
(without concierge service) £200

These rooms can be configured either in webinar or classroom mode to accommodate a range of engaging workshop content. These can also be set up as separate web stream.

Package includes:

- 2-way audio and video Q&A – classroom mode only
- Breakout rooms for group work
- Pre-loading of session content (PPT, video, images, documents etc)
- Screen sharing and whiteboarding
- Suitable for up to 100 participants
- Output can be streamed or captured as MPEG4

*Additional rate for concierge service £350

Social networking page £250

Delegates can communicate on a one to one basis via the chat app or see the latest social media linked to the event.

Package includes:

- Expert technical support and set up
- Branding options
- Social media wall
- Chat room for delegate networking (see additional **rates** below)

Rates

0-100 delegates	£350
101-300 delegates	£700
301-500 delegates	£1000
501-1000 delegates	£1800

Simultaneous translation services (per day) £1750

Real-time simultaneous translation services using live interpreters can help make your Virtual meeting a global experience.

Package includes:

- 2 way translation into one other language (Eng + one other)
- Live translators working remotely
- Project management
- Interface into meeting platform

NOTE: We offer a range of options for clients looking to incorporate live captions or sign-language into their live streamed and virtual events

Post event hosting (PCM) £350

Following your live event, we can continue to host an on-demand version of your content and allow your sponsors longer exposure.

Package includes:

- Platform redesign and VOD content upload
- Content available to download or stream
- Content hosting
- Expert technical support to plan and manage
- Event-specific branding
- Post-event metadata and conversation capture

Data costs. Charged by consumption (per hour of video watched)

For every hour of video watched on the platform the following rates will apply:

Rates

0-100 hours – £1
101-500 hours – 90p
500+ hours – 75p

*A statement of data used, and an invoice will be produced at the end of each month

Speakers' coaching and rehearsal (per hour) £100

Ahead of the event, we spend time ensuring speakers and chairs understand proceedings and are comfortable with the use of the technology at their end.

- The process of connecting to a video call
- Pre-recording presentations at home
- Q&A moderation system coaching

Presentation recording (per hour) £100

Experienced technical staff will schedule remote recording of presentation content with speakers to ensure that all content is created to a high quality.

- Scheduled recording at a time convenient for speakers
- Playback and re-recording to ensure best quality
- Advice and presentation coaching

Post-production and editing services (@£60 per hour / £400 per day)

For any video editing or production work required before content is uploaded to the Platform.

Hybrid events package £4750

The best of both worlds. Our Virtual Event platform and our comprehensive Theatre package together.

- RCP Virtual – our virtual events platform
- Event streaming
- Planning and preparation
- Projection screen (16:9) & 12,000 lumens projector
- HD Video cameras and operator
- Built-in PA system, audio playback and recording (mp3)
- Projection branding in the auditorium
- Built-in PA system, audio playback and recording (mp3)
- DDA; hearing induction loop
- Complete theatrical lighting rig
- Expert technical support for the event duration
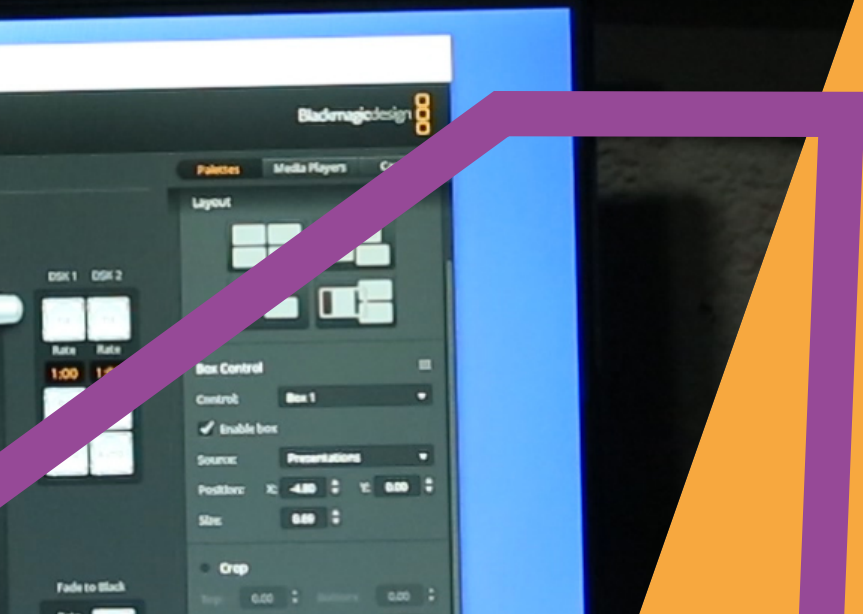
Dual site events (POA)

Host an event simultaneously at both our Central London and Liverpool sites and online. Ideal for larger events with a UK wide audience.

Live Event Production

Our comprehensive AV and media service packages will ensure your live events deliver high-quality engaging content and create the desired impact on your delegates. From HD projection to audience engagement software our expert onsite team will help you find the best solution for your live event and work with you to facilitate it.

Live Event and meeting packages

Theatre Package
(Included in DDR as standard) £2000

Everything you need to run an event in our amazing theatres.

Package includes:

- Projection screen (16:9)
- Conference lectern
- 12,000 lumens projector
- Confidence monitors
- 2 x PC laptops for presentations
- 1 x Macbook Pro for presentations
- Multi-input presentation switcher
- Projection branding in the auditorium
- Built-in PA system, audio playback and recording (mp3)
- 12 microphones including 6 cabled and 6 radio
- DDA; hearing induction loop
- Complete theatrical lighting rig
- Expert technical support for the event duration

*Half-day rate £1100

*Evening rate £800

Theatre package bolt-on services

Green room for speakers £750

Package includes:

- 2 x PC laptops for presentations
- 1 x powered speaker
- Expert technical support for the event duration

LED uplighters (box of 6)	£120
Moving head projectors	£100
Video presentation and sound feed to other room or theatre	£100
Traffic light system	£50
Slide and audio recording (MPEG4 video file)	£300
Teams or Zoom connections	£100
55'' wedge confidence monitor	£150

Standard conference package £1000

Vision, Audio, Lighting & Technical support

Package includes:

- 5000 WXGA lumens projector
- 12 ft Projection screen or rear projection screen backdrop (3m x 5m) light grey (16:9)
- Conference lectern
- PC laptop (at lectern)
- Remote mouse / clicker
- PA system
- 5 cabled microphones
- 1 handheld radio microphone
- 1 lapel radio microphone
- Expert technical support from 8am – 5pm

*Evening rate £700

Complete conference package £1800

Vision, Audio, Lighting & Technical support

Package includes:
- 5000 WXGA lumens projector
- 12 ft Projection screen or rear projection screen backdrop (3m x 5m) light grey (16:9)
- Conference lectern
- Confidence monitors
- Remote presentation control
- 2 PC laptops
- 1 MacBook pro
- Multi input presentation switcher
- Video and audio playback
- PC laptop (at lectern)
- Remote mouse / clicker
- PA system
- Video and audio playback
- 6 cabled microphones
- 6 radio microphones
- Standard theatre lighting package
- Expert technical support from 8am – 5pm

*Evening rate £1000

Presentation package £750

Vision, Audio, Lighting & Technical support

Package includes:
- 5000 WXGA lumens projector
- Projection screen (16:9)
- Conference lectern
- PA system with built with a cabled microphone
- 1 handheld microphone
- Expert technical support from 8am – 5pm

*Evening rate £400

Small meeting package £300

Vision, Audio, Lighting & Technical support

Package includes:
- 5000 WXGA lumens projector
- Projection screen (16:9)
- PC laptop
- Remote mouse / clicker
- Built-in speakers for video & audio playback

Hospitality, reception, entertainment packages

Reception package 1 £750

Vision, Audio, Lighting & Technical support

Package includes:
- PA system (background music)
- 1 handheld microphone with stand (speeches/announcements)
- Coloured uplighters
- 4 x 55" screens for logos, welcome messages and social media walls
- Expert technical support (4 hours)

Reception package 2 £1800

Vision, Audio, Lighting & Technical support

Package includes:
- PA system (suitable for live bands or DJ's)
- 1 handheld microphone with stand (speeches/announcements)
- 4 x 55" screens for logos, welcome messages and social media walls
- Coloured uplighters
- Animated content projection
- External lighting package
- Red carpet welcome

*Event photography (per day) £500

Room theming (POA)

Entertainment (POA)

Musicians, actors, clowns or magicians. An array of wonderful entertainers to hold the attention and interest of your audience.

Content Creation Services

We offer a range of filming and content creation packages to help you take your event to the next level. Perhaps you are looking to archive your event on your website or to create a highlight video for future marketing promotions? Our in-house content services team have got you covered.

Filming and content creation packages

Event filming package £1950

This two-camera option provides 1 camera and operator on the day for close up shots of speakers and a static camera at the rear of the theatre recording a wide shot of the stage area. Costs include editing time to insert the presentation slides, separate sessions.

Package includes:
- 1 x Camera operator (10 hours)
- Editor (10 hours)
- 2 x HD video camera's
- Admin, media archive, and post-production

Event filming package £2950

This three-camera option provides 1 camera and operator on the day for close up shots of speakers and a static camera at the rear of the theatre recording a wide shot of the stage area. The third camera and operator can either be assigned to film a reverse shot of the audience for Q&A sessions or to offer a second angle of the presenters at the lectern and the top table. Costs include editing time to insert the presentation slides, separate sessions.

Package includes:
- 2 x Camera operator (10 hours)
- Editor (30 hours)
- 3 x HD video camera's
- Admin, media archive, and maintenance fee (3 months)

Event filming, highlights package £3670

A production to highlight your event, featuring a number of delegates speaking about their presentations.

A selection of 5x VIP guests to be interviewed during your conference and photography services covering the overall summit.

Package includes:

- Highlights reel coordinator
- 2 x Camera operator (10 hours)
- Editor (30 hours)
- Photographer (8 hours)
- Photograph editing (4 hours)
- Music license

Additional services

Animation and motion design, increasing production value in a creative way.

Event recap, edit the highlight video in real time to view at the end of your event.

Pre-event videos, engaging your target audience for promotional purposes.

Round the table discussions, multi cam registration for important topic discussions.

Social media clips, extending reach by formatting content for marketing purposes.

PowerPoint design, enhancing reputational value with slide design.

Notes
Social media walls

We base our service around a platform called Walls.io it allows clients to capture the social media around their event and display it in a dynamically branded style.