



RCP
LONDON | events

Audio Visual, Technical and Media Services

Packages and services

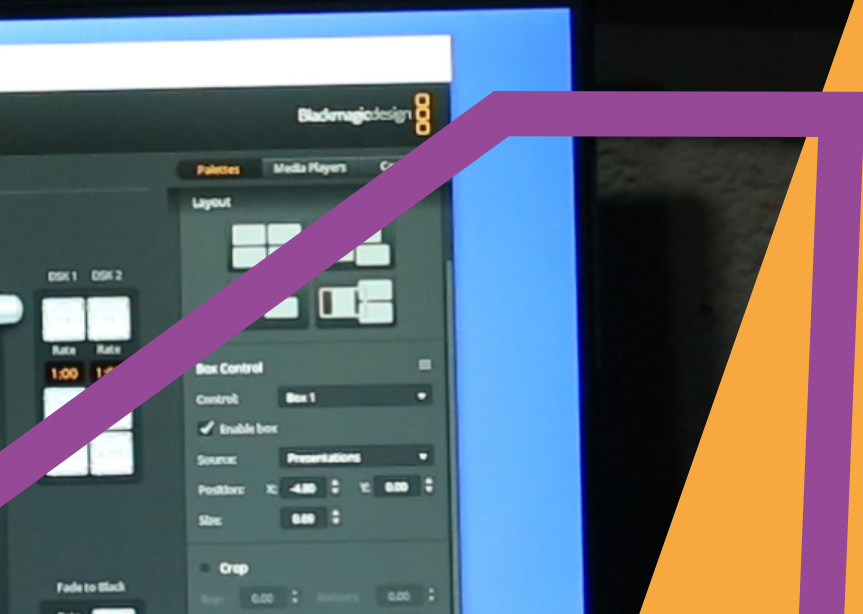
October 2022 – September 2023





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 £4,250 (Otherwise £2,000 plus DDR)

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
- Zoom or Teams link for remote presenters
- Basic video, slide and audio capture (MPEG4)
- Expert technical support from 8am – 5pm

***Evening rate £1,500**



All prices exclude VAT.





Conference Package £1,995

Available for conferences in the Dorchester Library and Council Chamber.

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 x PC laptops for presentations
- 1 x Macbook Pro for presentations
- Multi-input presentation switcher
- Video and audio playback
- PA system
- PC laptop (at lectern)
- Remote mouse / clicker
- 6 cabled microphones
- 4 radio microphones
- Standard theatre lighting package
- Expert technical support from 8am – 5pm

***Evening rate £1,500**

All prices exclude VAT.

Reception package £1,500

For evening events in the Dorchester Library, Council Chamber, Osler Room, Platt Room, Linacre Room and Sloane Room.

Package includes:

- 2 x 55" screens
- LED uplighters and pin spots
- Conference lectern
- PC laptop
- Remote mouse/clicker
- PA system
- Background music
- 1 cabled microphone
- 1 handheld radio microphone
- 1 lapel radio microphone
- Expert technical support from 6pm – 10pm

Meeting package (Included in room hire)

Suitable for smaller meetings in the Linacre Room, Sloane Room, Park Room, Heberden Room and Willan Room.

Package includes:

- 2000 WXGA lumens projector and screen or 55" screen
- Wireless screen sharing for easy presentations
- Built-in speakers for video and audio playback

Presentation package £1,195

For smaller meetings and shorter conferences without discussion sessions or Q&A in the Dorchester Library, Council Chamber, Linacre Room, Sloane Room and Platt Room.

Package includes:

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

***Evening rate £900**



All prices exclude VAT.

Live Event and Meeting Packages

Bolt-on Services

Conference filming £2,200 (per day)

Filming presentations and panel sessions in conference spaces. Edited into separate MPEG4 files.

Package includes:

- 2-camera set-up
- 1 static camera wide shot of the whole stage area
- 1 camera with operator for close-up head shots of speakers
- Filming combined with speaker slides and audio
- Editing including separate video files for each talk and logo or slide title

Please note that this service requires a minimum of 8 weeks' notice and is subject to availability.
Turnaround time: subject to brief.

***Evening rate £1,400**

Conference streaming £2,500 (per day)

Live streaming to third party platforms or social media platforms. Edited into separate MPEG4 files.

Package includes:

- 2-camera set-up
- 1 static camera wide shot of the whole stage area
- 1 camera with operator for close-up head shots of speakers
- Filming combined with speaker slides and audio
- 30-minute streaming test 2 weeks prior to the event
- Editing including separate video files for each talk and logo or slide title

Please note that this service requires a minimum of 8 weeks' notice and is subject to availability.
Turnaround time: subject to brief.

***Evening rate £1,500**



All prices exclude VAT.

Live Event and Meeting Packages

Bolt-on Services

Event filming £4,000 (per day)

For filming not only the conference but also the exhibition spaces and interviewing key attendees.

Package includes:

- 2-camera set-up
- 1 static camera wide shot of the whole stage area
- 1 camera with operator for close-up head shots of speakers
- Filming combined with speaker slides and audio
- 1 camera operator capturing delegates at the event reception
- 1 technician interviewing delegates and speakers
- Editing including separate video files for each talk and logo or slide title

Please note that this service requires a minimum of 8 weeks notice and is subject to availability.
Turnaround time: subject to brief.

***Evening rate £2,000**

Green room for speakers £1,000 (per day)

If you have an event with a packed programme of speakers or VIP speakers who are likely to supply their presentations on the day, it can be invaluable offer them a relaxed space to test and amend their presentations with the help of a trained presentation technicians.

Teams or Zoom £750 (per day)

Single shot streaming and slides for large meetings with a basic hybrid requirement.

***Evening rate £500**



All prices exclude VAT.





Streaming/ Hybrid events

Our expert in-house Audio Visual and Media Services team offer a large range of services for your hybrid events, livestreams and webinars.

Virtual and Hybrid Packages

Virtual events platform £4,450

Our virtual event platform can be customised to your event requirements and in turn, optimise the whole delegate journey.

Package includes:

- Login page
- Welcome and agenda page
- Live stream and polling page
- Feedback page
- Live polling and Q&A app
- Streaming package (excludes data costs)
- Options to brand each page
- Options to add client logos



All prices exclude VAT.

Virtual and Hybrid Events

Bolt-on Services

Rehearsal package £200

An hour to spend time with presenters and chairs before an event. Rehearsal time can be the difference between a good and a great event.

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

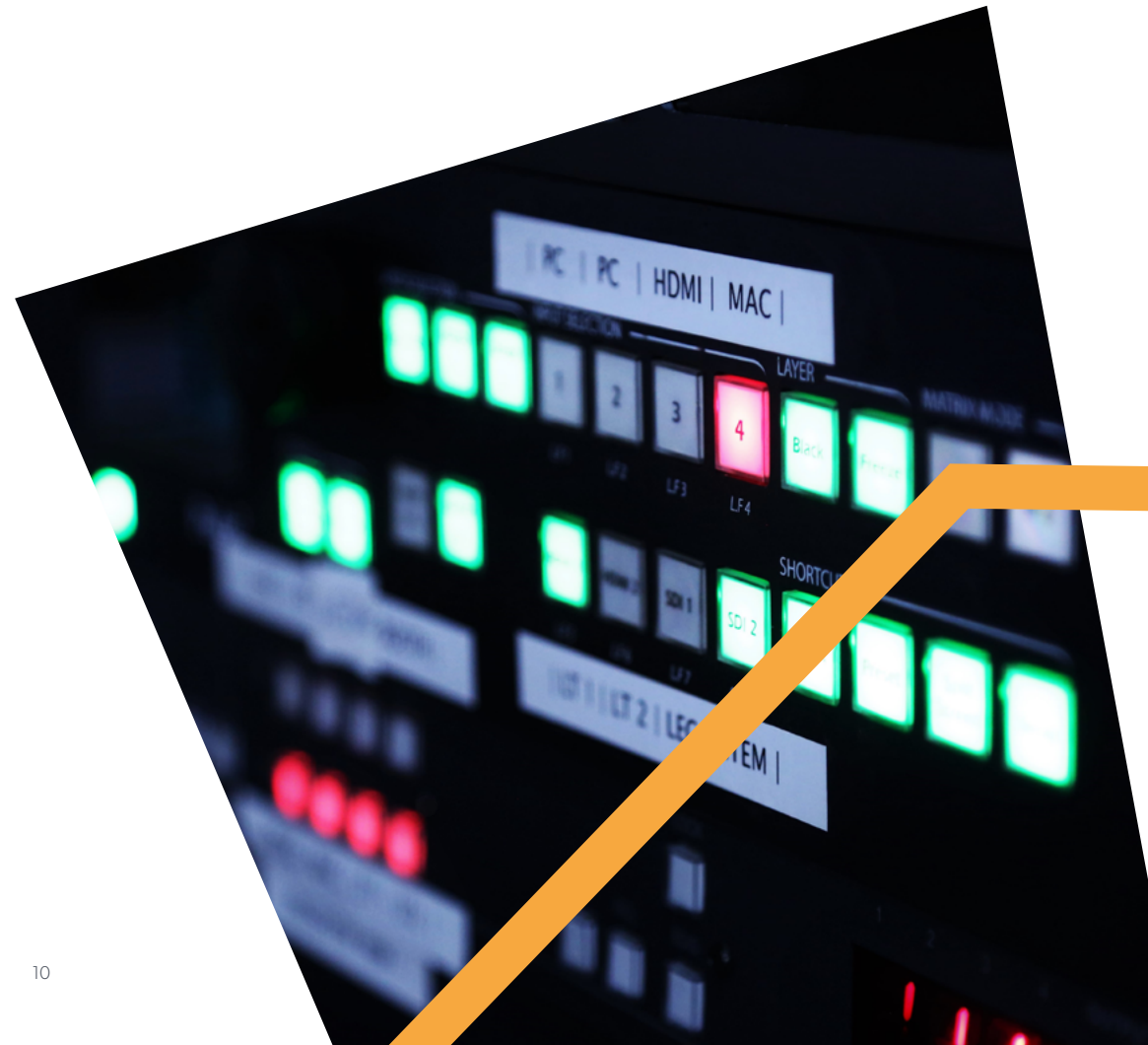
Presentation recording £100 (per hour)

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

Teams or Zoom bolt-on £200

Used to bring external presenters into the live stream.
Excludes testing and rehearsal



All prices exclude VAT.

Virtual and Hybrid Events Bolt-on Services

Post-event hosting £500 (per calendar month)

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 on 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



All prices exclude VAT.

Studio Production Package (day rate) £6,950

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 £3,950**

Data costs. Charged on 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.



All prices exclude VAT.