



RCP  
LONDON | events

# Audio Visual, Technical and Media Services

Packages and services

2025/2026





# 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 on-site team will help you find the best solution for your live event and work with you to facilitate it.

# AV Packages

## Theatre Package

Full day £2,000 | Half day £1,500 | Evening £1,500

Otherwise £2,000 plus DDR

Everything you need to run an event in our purpose-built theatres.

### Package includes:

- Projection screen (16:9)
- Conference lectern
- 20,000 lumens 4K laser projector
- 2 x PC laptops for presentations
- 1 x Macbook Pro for presentations
- Multi-input presentation switcher
- Comfort monitors
- Presentation clicker
- Projection for branding in the auditorium
- Built-in PA system, audio playback and recording (mp3)
- 12 microphones including 6 cabled and 6 radio
- Smartphone-based audio accessibility app
- Full theatrical lighting rig
- Zoom or Teams link for remote presenters
- Technical support from 8am – 5pm

This package also includes basic lighting and branding, please speak to your M&E Planner to arrange a call with the AV & Production Manager and discuss enhanced options.



All prices exclude VAT.



## Conference Package

**Full day** £1,995 | **Half day** £1,500 | **Evening** £1,500

Available for conferences in the Dorchester Library and Council Chamber.

### Package includes:

- 12 ft projection screen or rear projection screen with a light grey backdrop
- Conference lectern
- 12,000 lumens HD laser projector
- 2 x PC laptops for presentations
- 1 x Macbook Pro for presentations
- Multi-input presentation switcher
- Remote presentation clicker
- Confidence monitor
- PA system, audio playback and recording (mp3)
- 12 microphones including 6 cabled and 6 radio
- Smartphone-based audio accessibility app
- Technical support from 8am – 5pm

Please note, each of our event spaces is unique and requires a specific set-up, elements may vary. We offer bolt-on packages for MS Teams and Zoom to dial in remote speakers.

This package also includes basic lighting and branding, please speak to your M&E Planner to arrange a call with the AV & Production Manager and discuss enhanced options.

All prices exclude VAT.

## Presentation Package

**Full day** £1,195 | **Half day** £900 | **Evening** £900

### Package includes:

- 12 ft projection screen or rear projection screen with a light grey backdrop
- 12,000 lumens HD laser projector
- Conference lectern
- PC laptop (at lectern)
- Remote mouse/clicker
- PA system
- Choice of up to 3 microphones (lectern, handheld or lapel)
- Technical support from 8am – 5pm

Our Presentation Package is designed for simpler events, without panel discussions or complex programmes. Everything is expertly set-up and tested with a dedicated technician in the room for the duration of the event.

This package also includes basic lighting and branding, please speak to your M&E Planner to arrange a call with the AV & Production Manager and discuss enhanced options.

Please note, each of our event spaces is unique and requires a specific set-up, elements may vary. We offer bolt-on packages for MS Teams and Zoom to dial in remote speakers.

## Meeting Package

Included in room hire

### Package includes:

- LED screen (60" or 85") depending on the room
- Wireless screen sharing for presentations
- Built-in speakers for video and audio playback
- WiFi access

Our Meeting Package is designed for meetings rather than presentations, and is only available in smaller event spaces: Linacre and Sloane Rooms, Wellcome Reading Room, Heberden Room, and Park Room.

Not suitable for theatre or cabaret style events, boardroom style is recommended.



All prices exclude VAT.

## Reception Package

Evening £750

### Package includes:

- Double 55" screens
- Conference lectern
- PC laptop (at lectern)
- Remote mouse/clicker
- PA system
- Background music
- Choice of up to 2 microphones (lectern, handheld or lapel)
- LED uplighters and basic lighting options
- Technical support from 6pm – 9pm

Designed for evening receptions with speeches or a brief presentation.

If you have streaming, video recording or photography requirements, please speak to our team for a bespoke quote.

## Breakout Room Package

Full day £250 | Half day £150 | Evening £150

### Package includes:

- LED screen (60" or 85") depending on the room
- PC laptop (at lectern)
- Wireless screen sharing for easy presentations
- Remote mouse/clicker
- Lectern
- Built-in speakers for video and audio playback
- WiFi access
- AV support on arrival and on call for the duration of the event

Designed for breakout sessions with presentations and only available in smaller event spaces (under 40 people).

For larger spaces or for events with more than 40 delegates, we recommend adding a PA system. Audio and video recording is not possible with this package.



All prices exclude VAT.

## Garden Party Package

Evening £500

### Package includes:

- 55" screens for sponsor/welcome messaging
- PA system
- 1 x handheld radio microphone for speeches
- Background music
- Garden LED uplighters, please speak to your M&E Planner to discuss enhanced lighting and branding options
- Technical support from 6pm – 9pm

Designed for summer events with speeches taking place in our Medicinal Garden.

If you have streaming, video recording or photography requirements, please speak to our team for a bespoke quote.



All prices exclude VAT.

# Event Production Bolt-on Packages

## Green Room Package

Full day from £500

### Package includes:

- 2 x networked PC laptops
- 1 x audio feed from event space
- Technical support from 8am – 5pm

This package is recommended for events with busy programmes or multiple speakers who have their own presentations. The Green Room provides speakers with a quiet, private space to test and amend their presentations in advance of presenting on stage.

A dedicated audio visual technician will be on-hand to help resolve any problems and to prepare speakers with their microphones ahead of presenting.

Please note: a full up-to-date schedule of speakers is required at least 3 working days prior to the event.

## Digital Signage Package

Full day from £100

### Package includes:

- Up to 6 wayfinding totems
- Scheduling and testing of content
- Technical support from 8am – 5pm

Our wayfinding signage is suitable for reception areas and lift lobbies. It can display video, static and rotating images.

All wayfinding content must be provided at least 3 working days prior to the event.



All prices exclude VAT.



## Immersive Projection Package

**Full day** from £1,495

Available for conferences in the Wolfson Theatre, Seligman Theatre and Council Chamber. Outdoor projection for enhanced sponsorship opportunities, branding and activations is available on the side elevation of William Harvey House, which overlooks the Medicinal Garden.

### **Package includes:**

- Planning and technical support
- Laptop/device with projection mapping capability
- 1 x theatre demonstration
- Projection and lighting designed for your event
- 1 x lighting technician

Bring your event to life and captivate your audience with a bespoke experience created for atmosphere, storytelling and brand activation.

All prices exclude VAT.

## Teams/Zoom Package

Full day £500 | Half day £250 | Evening £250

### Package includes:

- Live video streaming to MS Teams or Zoom
- Single PTZ camera (wide shot or lectern)
- Audio from event PA system
- Technical support from 8am – 5pm

A bolt-on package allowing remote audience to follow and participate in the event.

Please note: a link to the Teams/Zoom call must be provided at least 3 working days prior to the event.

## Speech-to-Text Package

Full day free of charge

Available for conferences in the Wolfson Theatre and Seligman Theatre, or with our Conference Package.

### Package includes:

- Planning and technical support
- Laptop with audio interface
- Speech-to-text conversion application
- 1 x image switcher
- Additional functionality through our assistive listening system, Mobile Connect

This accessibility feature allows you to create auto captioning or speech-to-text to enable delegates with hearing impairments to follow the event.



All prices exclude VAT.



# Video, Photography & Event Streaming Packages

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

# Video, Photography & Event Streaming Packages

## Filming Package

Full day £2,250 | Half day £1,500 | Evening £1,500

Provides professional filming and editing of your event to preserve content for use in future marketing or auditing purposes.

### Package includes:

- High definition filming (4K in the Wolfson Theatre and Seligman Theatre)
- Full video recording suite, including back-up recorders
- Video capture of presentation content
- Expert technical support from 8am – 5pm
- Post-production and editing, 2 revisions of edited content are included

**Please note that this service requires a lead time of 8 weeks and is subject to availability, so please get in touch to discuss your requirements.**

**Turnaround time: subject to brief.**

## Streaming Package

Full day £2,250 | Half day £1,500 | Evening £1,500

Provides live streaming to third party platforms or social media platforms.

### Package includes:

- Live video streaming to any platform\*
- HD camera filming (4K in the Wolfson Theatre and Seligman Theatre)
- Full video recording suite, including back-up recorders
- Live vision mixing including graphics and branded backgrounds
- Expert technical support from 8am – 5pm
- Post-production and editing, 2 revisions of edited content are included

**Please note that this service requires a lead time of 8 weeks and is subject to availability, so please get in touch to discuss your requirements.**

**Turnaround time: subject to brief.**



All prices exclude VAT.

## Vox Pop Filming

Full day £900 | Half day £500 | Evening £500

This package is popular not only for filming conference content, but also an associated exhibition or to interview key attendees.

### Package includes:

- 2 4K cameras and camera operators
- 2 lapel radio microphones
- Video lighting
- Post-production and editing, 2 revisions of edited content are included

**Please note that this service requires a lead time of 8 weeks and is subject to availability, so please get in touch to discuss your requirements.**

**Turnaround time: subject to brief.**

## Event Photography Package

Full day £900 | Half day £500 | Evening £500

### Package includes:

- A photographer to be present at your event for its entire duration
- Up to 50 high-quality pictures
- Post-production and editing



All prices exclude VAT.



## RCP Virtual Event Platform

Full day £4,450 | Half day £2,500 | Evening £2,500

Our in-house 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
- Presenters can join via either Teams or Zoom

### Data charges

Based on the formula: x expected delegates x recorded viewing hours @£x.xx per delegate hour

### Rates

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

## Presentation Pre-Recording Package

£100 per hour

### Package includes:

- Remote recording via Teams or Zoom
- Branded backdrop for recorded video content
- Expert technical support
- Post-production and editing, 2 revisions of edited content are included

## Virtual Rehearsal Package

£400 per hour

Rehearsal time can be the difference between a good and a great event.

### Package includes:

- Testing of presenters' Teams or Zoom connection
- Detailed explanation of how the platform works
- Slido testing



All prices exclude VAT.

## Post-Event Hosting

£500 per calendar month

This option can extend the life of your platform and content to increase the reach of your event.

### 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, rates will apply.

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



All prices exclude VAT.