

CITY OF MISSION : STATE OF THE CITY 2025

Decibel Communications is honored to present a vision for producing the 2025 State of the City address for the City of Mission. We are committed to helping you identify a purpose-driven event theme that resonates with your audience and aligns with your goals. From conceptualization to execution, we will ensure that every element—visuals, content, production, and overall experience—works cohesively to amplify the theme's message, creating an impactful and memorable event that drives meaningful engagement.

SCOPE OF WORK QUOTE VALID UNTIL APRIL 14, 2025

LOCATION: Mission Event Center | DATE: Set up: Apr. 7+8 / Rehearsal: Apr. 9 / Event Day: Apr. 10

1. Screens and Visual Setup

- » On-Stage LED Screen: Provide and install multi-angle LED screen.
- » Design and Installation: Design, print, and install a custom stage backdrop, ensuring a visually striking and professional aesthetic.

2. Audio Equipment and Support

- » Audio Board: High-quality audio mixing board to manage all sound sources.
- » Speakers: PA system optimized for venue size and acoustics.
- » Audio Engineer: Dedicated professional to ensure seamless sound quality throughout the event.
- » Audio/Video Mult-Box: Allow local media to connect and capture event audio/video feed.

3. Lighting Design

- » Provide stage and show lighting tailored to the event's theme, ensuring dynamic visual engagement.

4. Video Production

- » Live Feed Production:
 - Five cameras (2 on gimbals) to capture the event from multiple angles.
 - Videographers stationed for optimal coverage.
 - Photographer for event photos
 - Technical Director to manage video switching, live feed, and playback.
 - Producer to oversee live feed production and TV requirements.
- » Pre-Event Video Production:
 - Shooting and editing of 2–3 videos for event promotion and display.
 - Drone footage for impactful visual storytelling.
 - Graphic Design: Creation of graphics for promotional materials and event displays.
- » Event Video Production:
 - Develop videos tied to event script: estimated 5 key videos (60-90sec) + 6 bumper (30-45sec) videos

5. Teleprompter Operations

- » One operator dedicated to managing the provided teleprompter to ensure smooth speaker delivery.
- » Includes set up and breakdown during rehearsals and main show.

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6. Event Coordination and Crew Communication

- » Wireless Headsets: Real-time communication for production crew.
- » Acrylic Podium: Sleek podium for on-stage use.
- » Pipe and Drape: Coverage to conceal production setup space, ensuring a polished look.
- » Stage

We are committed to delivering an event that exceeds expectations and leaves a lasting impression. Please feel free to reach out for any clarifications or adjustments.

We look forward to partnering with you for a successful event!

Proposed Event Budget: \$59,800

PAYMENT TERMS

First Payment no later than March 3

Second Payment 24 March

Third Payment 14 April