

## **SMUBE ARTISTE MANAGEMENT TEAM (EMCEE) ALLOWANCE CARD (PROPOSED AS OF 21 OCT 2016)**

- Events must be organised or co-organised by an SMU club or CCA CBDs to qualify as an internal event and to receive these rates.
- External events refer to events organized by external parties not affiliated to SMU with or without SMU support.
- All requests must come in at least 2 weeks beforehand and request's acceptance subjects to SMUBE's manpower and resource availability. Late requests will be subject to an additional fee.
  - For paid events, this fee will be an additional 10% of the total charge.
  - For non-paid events, this fee will be a lump sum of \$10 per pax.
- Events where there is a break in the programme of more than 2 hours, the programme after the break will be charged separately as a new event.
- Any request cancellation made within less than a week of the event will be subjected to a late cancellation fee.
  - For paid events: 20% of the total charge.
  - For non-paid events: \$20/emcee.
- Ticketed events are defined as events where participants are required to pay to enter.
- Taxi fare claims: Applicable when the emcees are requested to report to or leave the venue at odd hours, from between 11pm to 7am.

## SMU INTERNAL EVENTS (Both Ticketed and Non-Ticketed)

TYPE	DESCRIPTION	ALLOWANCE	NOTES
<b>ACF &amp; ACF Clubs</b>	Organised by ACF clubs  E.g. SMU Club showcases, Annual Productions	<b>No Emcee Charge</b>	Welfare to be provided for by organisers: <ul style="list-style-type: none"> <li>• Food</li> <li>• Water</li> <li>• Taxi fare claims</li> </ul>
<b>Non-ACF Clubs &amp; CBDs</b>	Organised by Non-ACF Clubs & CBDs (applies to SMUSA, SMUX, SSU, SICS, School CBDs)  E.g. SMU Vivace	<b>Emcee Charge</b> <ul style="list-style-type: none"> <li>• \$30 per emcee per event day up to a maximum of 5 hours.</li> <li>• \$10 per emcee per hour for subsequent hours or part thereof.</li> <li>• Includes same-day rehearsal</li> </ul>	There will be no pro-rating for events that are shorter than 5 hours.  Welfare to be provided for by organisers: <ul style="list-style-type: none"> <li>• Food</li> <li>• Water</li> <li>• Taxi fare claims</li> </ul>
<b>Office of the Dean Of Students (ODOS)-organised Events</b>	Limited to the following events: <ol style="list-style-type: none"> <li>1) SMU Arts Festival</li> <li>2) SMU Patron's Day</li> <li>3) SMU Freshmen Orientation</li> <li>4) Opening of Academic Year Ceremony</li> <li>5) SMU Commencement</li> <li>6) SMU International Cultural Day</li> </ol>	<b>No Emcee Charge</b>	Welfare to be provided for by organisers: <ul style="list-style-type: none"> <li>• Food</li> <li>• Water</li> <li>• Taxi fare claims</li> </ul>

<p><b>Local Community Service Projects (CSP) Camps/ Events endorsed by the Centre for Social Responsibility (C4SR)</b></p>	<p>Organised by CSP Camp Committees</p> <p>E.g. SMU Kiddleidoscope, SMU Starring, SMU Inspirar, SMU Rotaract, SMU Red-Cross</p>	<p><b>No Emcee Charge</b></p>	<p>Local CSP Events will require proof of C4SR endorsement to qualify for these rates. (CSP Events endorsed by C4SR include events where participants are able to obtain CSP hours)</p> <p>Basic welfare to be provided:</p> <ul style="list-style-type: none"> <li>• Food</li> <li>• Water</li> <li>• Taxi fare claims</li> </ul>
<p><b>SMU Corporate Offices</b></p>	<p>Under purview of other offices/SMU affiliated organizations (e.g. SMU-- UOB Entrepreneurship Alliance)</p> <p>E.g. Lunar New Year Celebrations</p> <p>*The following offices are excluded from this category and will receive BE support at no charge:</p> <ol style="list-style-type: none"> <li>1) Office of the President</li> <li>2) Office of the Deputy President</li> <li>3) Office of the Provost</li> </ol>	<p><b>Emcee Charge</b></p> <ul style="list-style-type: none"> <li>• \$60 per emcee per event day up to a maximum of 4 hours.</li> <li>• \$15 per emcee per hour for subsequent hours or part thereof.</li> <li>• Includes same-day rehearsal</li> </ul>	<p>There will be no pro-rating for events that are shorter than 5 hours.</p> <p>Welfare to be provided for by organisers:</p> <ul style="list-style-type: none"> <li>• Food</li> <li>• Water</li> <li>• Taxi fare claims</li> </ul>

## EXTERNAL EVENTS

TYPES	DESCRIPTION	ALLOWANCE	NOTES
External Events	Events organised by non-SMU clients or organisations.	<b>Emcee Charge</b> \$100 per emcee per hour	Welfare to be provided for by organisers: <ul style="list-style-type: none"><li>• Food</li><li>• Water</li><li>• Taxi fare claims</li></ul>

**Events that do not fall under the above categories will be evaluated on a case by case basis before applying at the relevant rates.**

# **SMUBE EVENTS & BACKSTAGE ALLOWANCE CARD (PROPOSED AS OF 21 OCT 2016)**

- Events must be organised or co-organised by an SMU club or CCA CBDs to qualify as an internal event and to receive these rates.
- Event organisers are to provide their own batteries for wireless microphones.
- All requests must come in at least 2 weeks beforehand and the request's acceptance subjects to SMUBE's manpower and resource availability. Late requests will be subject to an additional fee upon acceptance.
  - For paid events, this fee will be an additional 10% of the total charge.
  - For non-paid events, this fee will be a lump sum of \$10 per pax.
- For safety reasons, all events have a minimum requirement of 3 E&B crew members during setting up and tearing down.
- Events where there is a break in the programme of more than 2 hours, the programme after the break will be charged separately as a new event. These events will also be subjected to a charge of 1 crew member for the duration of that break.
  - A break is where E&B crew is not required to provide sound support and the equipment is left on-site.
  - The charges for the break will be calculated as per the rates stated for subsequent hours of the event type.
  - These charges may be waived on the condition that the client is present to ensure the security of the equipment throughout the duration of the break.
- Any request cancellation made within less than a week of the event will be subjected to a late cancellation fee.
  - For paid events: 20% of the total charge.
  - For non-paid events: \$50 flat rate.
- SMUBE will not loan its equipment without accompanying manpower. All engagements will include both manpower and rental of equipment.
- Ticketed events are defined as events where any of the participants are required to pay to participate.
- Taxi fare claims: Applicable when the crew are requested to report to or leave the venue at odd hours, from between 11pm to 7am.

## TICKETED EVENTS

TYPE	DESCRIPTION	ALLOWANCE	NOTES
<b>Ticketed Events</b>	Organised by ACF & non-ACF clubs  E.g. School camps, Annual productions	<p><b>Manpower Charge</b></p> <p><u>Event Day</u></p> <ul style="list-style-type: none"> <li>• \$60 per pax per event day up to a maximum of 4 hours.</li> <li>• \$15 per pax per hour for subsequent hours or part thereof.</li> <li>• Includes same-day rehearsal, set-up and tear down.</li> </ul> <p><u>Additional Rehearsal</u></p> <ul style="list-style-type: none"> <li>• \$30 per pax per day up to a maximum of 4 hours.</li> <li>• \$9 per pax per hour for subsequent hours or part thereof.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be no pro-rating for events that are shorter than 4 hours.</li> </ul>

## NON-TICKETED EVENTS

TYPE	DESCRIPTION	ALLOWANCE	NOTES
<b>ACF &amp; ACF Clubs</b>	Organised by ACF clubs  E.g. SMU Club Showcases	<b>No Manpower Charge</b>	<p>Welfare to be provided for by organisers:</p> <ul style="list-style-type: none"> <li>• Food</li> <li>• Water</li> <li>• Taxi fare claims</li> </ul>
<b>Non-ACF Clubs &amp; CBDs</b>	Organised by Non-ACF Clubs & CBDs (applies to SMUSA, SMUX, SSU, SICS, School CBDs)  E.g. SMU Vivace	<p><b>Manpower Charge</b></p> <p><u>Event Day</u></p> <ul style="list-style-type: none"> <li>• \$40 per pax per event day up to a maximum of 5 hours.</li> <li>• \$8 per pax per hour for subsequent hours or part thereof.</li> <li>• Includes same-day rehearsal, set-up and tear down.</li> </ul> <p><u>Additional Rehearsal</u></p> <ul style="list-style-type: none"> <li>• \$20 per pax per day up to a maximum of 4 hours.</li> <li>• \$5 per pax per hour for subsequent hours or part thereof.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be no pro-rating for events that are shorter than 5 hours</li> </ul>

<b>Office of the Dean Of Students (ODOS)-organised Events</b>	Limited to the following events:  1) SMU Arts Festival 2) SMU Patron's Day 3) SMU Freshmen Orientation 4) Opening of Academic Year Ceremony 5) SMU Commencement 6) SMU International Cultural Day	<b>No Manpower Charge</b>	Welfare to be provided for by organisers: <ul style="list-style-type: none"> <li>• Food</li> <li>• Water</li> <li>• Taxi fare claims</li> </ul>
<b>Local Community Service Projects (CSP) Camps/ Events endorsed by the Centre for Social Responsibility (C4SR)</b>	Organised by CSP Camp Committees  E.g. SMU Kidleidoscope, SMU Starring, SMU Inspirar	<b>Manpower Charge</b> <ul style="list-style-type: none"> <li>• \$25 per pax per event day up to a maximum of 5 hours</li> <li>• \$8 per pax per hour for subsequent hours or part thereof</li> <li>• Includes same-day rehearsal, set-up and tear down.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be no pro-rating for events that are shorter than 5 hours.</li> <li>• Local CSP Events will require proof of C4SR endorsement to qualify for these rates. (CSP Events endorsed by C4SR include events where participants are able to obtain CSP hours)</li> <li>• Events that require payment from participants are excluded from this category.</li> </ul>

Other Events			
TYPE	DESCRIPTION	ALLOWANCE	NOTES
<b>SMU Corporate Offices</b>	<p>Under purview of other offices/SMU affiliated organizations (e.g. SMU--UOB Entrepreneurship Alliance) E.g. Lunar New Year Celebrations</p> <p>*The following offices are excluded from this category and will receive BE support at no charge:</p> <p>1) Office of the President 2) Office of the Deputy President 3) Office of the Provost</p>	<p><b>Manpower Charge</b></p> <ul style="list-style-type: none"> <li>• \$60 per pax per event day up to a maximum of 4 hours.</li> <li>• \$18 per pax per hour for subsequent hours or part thereof.</li> <li>• Includes same-day rehearsal, set-up and tear down.</li> </ul> <p><b>Equipment Charge</b></p> <p>Package A (Large Events) --\$100 Package B (Medium Events)--\$50</p>	<ul style="list-style-type: none"> <li>• There will be no pro-rating for events that are shorter than 5 hours.</li> </ul>

**Events that do not fall under the above categories will be evaluated on a case by case basis before applying at the relevant rates.**



## **SMUBE AUDIO RECORDING & EDITING ALLOWANCE CARD (PROPOSED AS OF 21 OCT 2016)**

- **Projects must be organised or co-organised by SMUSA, SMU CBDs, SMU Clubs or SMU Corporate offices to qualify as an internal project and to receive these rates.**
- **All requests must come in at least 2 weeks beforehand and request's acceptance subjects to SMUBE's manpower and resource availability.**
- **SMUBE will not loan its equipment. All engagements will include both manpower and rental of equipment.**

## SMU INTERNAL PROJECTS

- Non-commercial projects are defined as any type of project where audio is provided for the client's non-monetary use - e.g. official school events.

TYPE	DESCRIPTION	RATE	NOTES
<b>ACF &amp; ACF Clubs</b>	Organised by ACF clubs  E.g. Club showcases	<b>MANPOWER CHARGE</b> <u>Recording Charge</u> <ul style="list-style-type: none"> <li>• \$10 for the first 2 hours of recording</li> <li>• \$5 per hour for subsequent hour or part thereof</li> </ul> <u>Editing Charge</u> <ul style="list-style-type: none"> <li>• \$5 for project length of 3 minutes or less</li> <li>• \$10 for project length of more than 3 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 2 hours booking time.</li> <li>• Set-up time not included in studio charge.</li> <li>• Microphone testing included in studio charge.</li> <li>• Hours for recording are not calculated per day, but cumulative – e.g. 2 hours on 28<sup>th</sup> and 29<sup>th</sup> July count as 4 hours in total.</li> <li>• All venue booking includes one audio engineer on-site. Free basic mixing and processing to be provided.</li> </ul>
<b>Non-ACF Clubs &amp; CBDs</b>	Organised by Non-ACF Clubs & CBDs (applies to SMUSA, SMUX, SSU, SICS, School CBDs)  E.g. Vivace	<b>MANPOWER CHARGE</b> <u>Recording Charge</u> <ul style="list-style-type: none"> <li>• \$20 for the first 2 hours of recording</li> <li>• \$10 per hour for subsequent hour or part thereof</li> </ul> <u>Editing Charge</u> <ul style="list-style-type: none"> <li>• \$10 for project length of 3 minutes or less</li> <li>• \$20 for project length of more than 3 minutes</li> </ul>	
<b>Office of Dean of Students [ODOS] Organised Events</b>	Limited to the following events:  1) SMU Arts Festival 2) SMU Patron's Day 3) SMU Freshmen Orientation 4) Opening of Academic Year Ceremony 5) SMU Commencement 6) SMU International Cultural Day	<b>No Charges</b>	

<b>SMU Corporate Offices</b>	<p>Under purview of other offices/SMU affiliated organizations (e.g. SMU-- UOB Entrepreneurship Alliance)</p> <p>E.g. Lunar New Year Celebrations</p> <p>*The following offices are excluded from this category and will receive BE support at no charge:</p> <ol style="list-style-type: none"> <li>1) Office of the President</li> <li>2) Office of the Deputy President</li> <li>3) Office of the Provost</li> </ol>	<b>MANPOWER CHARGE</b> <ul style="list-style-type: none"> <li>• \$60 for 1 hour of recording and 2 hours of editing</li> <li>• Additional hours are negotiable</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 2 hours booking time.</li> <li>• Set-up time not included in studio charge.</li> <li>• Microphone testing included in studio charge.</li> </ul>
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**Project requests that do not fall under the above categories will be evaluated on a case by case basis before applying at the relevant rates.**