







## Annex 1

**Date:** 6 June 2024

**Time:** 8:00 PM

**Venue:** Male' (as instructed by the BCM)

### Services required for the Gala Night

#### **1. Event Planning and Coordination:**

- Creating an event concept and theme.
- Developing an event timeline and schedule.
- Coordinating with vendors and venues.
- Managing logistics and ensuring smooth event flow.

#### **2. Venue Setup:**

- Planning the layout and design of the event space.
- Arranging seating arrangements (Tables and Chairs) and stage setup.
- Managing audio video visual and lighting requirements.

#### **3. Event Decoration and Theming**

- Selecting appropriate colors, props, and floral arrangements
- Designing and Installing event signage, banners, backdrops & LED screen
- Photo booth, backdrop, LED screen

#### **4. Event Photography and Videography**

- Hiring professional photographers and videographers.
- Capturing high-quality images and videos of the event.
- Documenting key moments and highlights.
- Providing post-event photo and video editing and delivery.

#### **5. Handling technical issues and pretesting**

- Providing suitable Internet connection
- Troubleshoot any technical issues with the led screen display, internet connection etc