

## Appendix 2

**Audio Visual Support and Costs for Official Events (in-person)**

The following AV support options were used since 2017 and will continue for any 2021 that may take place in-person (as permitted), as applicable:

<b>A. Large Scale Projects with Capital Budgets</b>	
i.	Contract out to Vendor with Technical Support if rental equipment is required – estimated cost \$2,000
ii.	Contract out to Vendor with Technical Support and Live Streaming – estimated cost \$4,000
<b>B. Small Scale Projects with Capital Budgets</b>	
i.	Contract out to Vendor with Technical Support if rental equipment required – estimated cost \$1,500
ii.	Sound System and AV Technician provided internally by AV Services with budgeting for Staff Overtime - estimated cost \$500 limit
iii.	Portable sound system signed out internally from IT Tech Hub and operated by client. No AV Technician present – estimated cost \$0
<b>C. Openings &amp; Events With No Capital Budgets (anniversaries, re-namings)</b>	
i.	Contract out to Vendor with Technical Support if rental equipment required – estimated cost \$1,500
ii.	Sound System and AV Technician provided internally by AV Services with budgeting for Staff Overtime - estimated cost \$500 limit
iii.	Portable sound system signed out internally from IT Tech Hub and operated by the client. No AV Technician present – estimated cost \$0
<b>D. City Hosted Major Sports Tournaments</b>	
I.	Contract out to Vendor with Technical Support if rental equipment required – estimated cost \$1,500
II.	Sound System and AV Technician provided internally by AV Services with budgeting for Staff Overtime - estimated cost \$500 limit
<b>E. Traditional Events</b>	
I.	AV Services support and Celebration Square AV support will be the same as past practices i.e. AV Services to support events inside Civic Centre; Celebration Square to support all traditional events on the Square  Streaming for these events will be included in the AV and Celebration Square support, as these events are held at the Civic Centre, where equipment is readily available.
<b>F. Ward Specific Events</b>	
I.	AV Services only supports these Ward Specific events with sign-out equipment.
<b>G. Other</b>	
I.	AV does not provide support for these events.  Online streaming of these events will be evaluated on a case-by-case basis.