

# WHITEWALL

## Budget

Client:

Req #:

Client:

Event:

Job #:

Version #:

Dated and Effective:

Event Dates:

Venue:

Account Manager:

### Scope of Services

\$

<b>Production costs (Third Party Costs)</b>	<b>4,102.00</b>
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<b>Extras</b>	<b>-</b>
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<b>Sub Total</b>	<b>4,102.00</b>
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<b>Management Fee</b>	<b>12,994.80</b>
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<b>Staff related travel expenses</b>	<b>-</b>
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<b>Total Estimated budget</b>	<b>17,096.80</b>
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<b>Total Estimated budget (PO Amount)</b>	<b>-</b>
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Total contract not to exceed XXXX without prior written approval of an authorized representative from Client.

<b>State sales tax</b>	<b>-</b>
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<b>Total estimated / Final budget with tax</b>	<b>17,096.80</b>
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<b>Total prepayment due (100% of out of pocket, XXX% management fee) of PO amount</b>	<b>-</b>
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<b>Total estimated budget with tax</b>	<b>17,096.80</b>
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### Budget notes

# WHITEWALL

<b>Client/Company:</b>	
<b>Program Name:</b>	
<b>Live Date/s:</b>	
<b>Client Contact Name:</b>	

	Quantity	Price	Budget
<b>DIGITAL</b>			\$
<b>DESIGN</b>			\$
<b>EXPERIENCE</b>			\$
<b>STAFF INFRASTRUCTURE</b>			\$
<b>PROJECT MANAGEMENT</b>			\$
Digital Project Management			12,994.80
Design Project Management			-
General Session Project Management			-
Non Gen Session Project Management			-
Marketplace Project Management			-
Logistics Project Management			-
<b>Project Management Total</b>			<b>12,994.80</b>
<b>TOTAL BUDGET</b>			\$
<b>Program costs</b>			<b>4,102.00</b>
<b>Project management</b>			<b>12,994.80</b>
			<b>17,096.80</b>
<b>AGREED EXTRAS</b>			
<b>TOTAL AGREED EXTRAS</b>			-

**Final cost based on full client brief and agreed deliverables**

**\* No overtime charged on scoped deliverables. Change in scope will**

Work to start week commencing XXXX. Program completion on XXXX.

Whitewall Project Management fees stated in this working budget are based on the agreement that Whitewall will be delivering. If this scope changes Project Management fees will be adjusted accordingly.

**In-Office Delivery**



## Project Name

### Creative Brief

CLIENT	(Client name to be included only where appropriate)
DATE	(Date briefing document is created)
UPSTAGE CONTACT	(Name and contact details of upstager managing the brief)
PURPOSE	(Brief outline of what needs to be designed)
FINAL DELIVERY USE	(What the output will be used for e.g. post-event follow up / promotional material)
TARGET AUDIENCE	
ARTWORK DEADLINE	
FILE SUPPLY	(16:9 pptx; 600px x 200px jpg; hi-res PDF for print; etc.)

### Program Intent

### Items Required

### Artwork Specifications

#### File format/s:

- 

#### Artwork Size:

- Dimensions:
- Bleed and crops required: Y/N
- Resolution:



**Fonts and Images:**

- 

**Colours:**

- 

Creative Direction

**Conceptual Considerations**

**Visual Elements**

**Artwork Copy**