Non-Resident Nepali Association(NRN

Global NRNA Conferences 2027

4th NRN Global Knowledge Convention, 1st NRN Second Generation Youth C

Women Conference, NRNA Annual General Assembl

2-4 January 2027, Kathmandu

Tentative Scope of Work of Event Management Compa

S.N.	Budget Heads	Pax (Days or Number)
1	**CONCEPT, DESIGN AND ARTWORK**	
1.1	Logo and Concept Design	1
1.2	Main Banner, Standee and Other Social Media Post Design	1
2	**PRINTINGS**	
2.1	Kitbag	350
2.2	Notebook	350
2.3	Pen	350
2.4	ID Card	500
2.5	Invitation Card	1000
2.6	Token of Love	350
3	**REGISTRATION MANAGEMENT**	
3.1	Registration Desk Region wise : 6 Regions	6
3.2	Press and Guests Registration	2
3.4	Full Phase Event App (QR base) (Registration / Food Coupon)	1
4	**VENUE AND STAGE DECORATION/ BRANDING**	
4.1	Stage Decoration	1
4.2	Stage Plaftform	1
4.3	Entrance Gate Branding and Decoration	3
4.4	Theme Based Photo Booth	3
4.5	Sponsors Bunting or Banner	30
4.6	Sponsors Stall Area	3
4.7	Registration Area Branding	1
4.8	Secretariat and Different Zone Branding	1
4.9	Dinning Area Branding	1
5	**AUDIO VISUAL AND MULTIMEDIA**	

5.1	Sound, Lights, Mixers, Mics & Complete PA system- 1 Main Hall (3 Days)	3
5.2	Sound, Projector, Laptop and Live Camera- 3 Parallel Session Hall (2 Days)	6
5.3	LED Screen Display	3
5.4	Led wall platform and support	1
5.5	Photography and Videography (Overall)	4
5.6	Zoom Support and Live- 1 Main Hall (3 Days)+ 3 Parallel Session Hall (2 Days)+ NRNA Conference Hall (1 Day)	10
5.7	Summary Video of the Entire Event 10 Mins Compilation	1
5.8	LED Screen Rental - 60 inches	5
6	**LOGISTICS / SECRETARIAT MANAGEMENT**	
6.1	Secretariat Zone	1
6.2	Stationaries	1
6.2	Boquet of Flowers	150
7	**ENTERTAINMENT**	
7.1	Welcome Dance	1
7.2	Closing Dance	1
8	**MISCELLANEOUS**	
8.1	Generator and Fuel - 64 KVA	3
8.2	Invitation Cards Delivery Charges (Opening and Closing at a Time)	1000
8.3	Printer - Color and B/W	3
	Total	
	Management fee	
	Taxable Amount	
	13% VAT	
	Total Amount	

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Rate	Total Amount(NPR)
