Non-Resident Nepali Association(NRNA)

Global NRNA Conferences 2027

4th NRN Global Knowledge Convention, 1st NRN Second Generation Youth Conference and 1st NRN Global Women Conference, NRNA Annual General Assembly 2027

2-4 January 2027, Kathmandu

Tentative Scope of Work of Event Management Company

S.N.	Budget Heads	Pax (Days or Number)	Rate	Total Amount(NPR)
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			