

**TERMS OF REFERENCE**  
**2017 DOT CHRISTMAS PARTY**  
December 07, 2017

**I. REQUIREMENTS:**

Events Management Team

Inclusions:

- Production Staff
  - ✓ Executive Producer
  - ✓ Director
  - ✓ Lighting Director
  - ✓ Technical Director
  - ✓ Production Manager
  - ✓ Assistant Production Manager
  - ✓ Stage Manager
  - ✓ Assistant Stage Manager (2)
  - ✓ Production Assistant (2)
  - ✓ Runner/Utility (2)
- Scope of work:
  - ✓ Event planning, design and production
  - ✓ Coordination with DOT Events Committee for details and requirements
  - ✓ Scouting, organizing facilities and managing all event's details such as but not limited to decor/physical arrangements/lights and sounds, equipments, catering, entertainment game master/program host, provision of invites and promotional materials (i.e. posters)
  - ✓ Arrangement/Coordination of flow activities from ingress to egress
  - ✓ Coordination with all suppliers and venue
- Production Design
  - ✓ Stage Design
  - ✓ Stage Platforms
  - ✓ Photo wall (3D)
  - ✓ Red Carpet
  - ✓ Registration Design and Production
  - ✓ Centerpieces
  - ✓ Props (games)
- Technical requirements
  - ✓ Lights and Sound
  - ✓ Band Equipment

- ✓ LED Screen 1 1/2
- ✓ Generator
- ✓ Photobooth
- ✓ Photo and Video Documentation (3 camera set-up)
- Miscellaneous
  - ✓ Transportation
  - ✓ Communication
  - ✓ Pre-Production Expenses
- Talents
  - ✓ Mitoy Yonting
  - ✓ Sabado Boys
  - ✓ Model for dating game
  - ✓ Jericho Rosales
  - ✓ Dancers in cosplay costume
  - ✓ Cosplayers/Ushers, Registration Staff
  - ✓ Mandaluyong Children's Choir
  - ✓ Ate Gay (Host)

**II. Total Budget: Php 2,550,000.00**

**III. TERMS OF PAYMENT:** Government Procedure

**IV. CONTACT PERSON:**

**Ms. Sofia C. Pagsuyuin/Ms. Raquel C. Cheng**

Human Resource Division

Tel. No. 459-5200 Loc. 408