



# Hybrid event production packages

Exceptional classic and modern spaces



## Hybrid event production packages

At No.11 Cavendish Square, we pride ourselves on having the latest audio-visual technology available for our clients. Although hybrid events have been around for some time, the Covid-19 pandemic and restrictions around social distancing have brought them to the forefront of the events industry. Hybrid events offer the perfect solution for combining an in-person event with a virtual component, permitting both live and online audiences to view the same content at the same time.

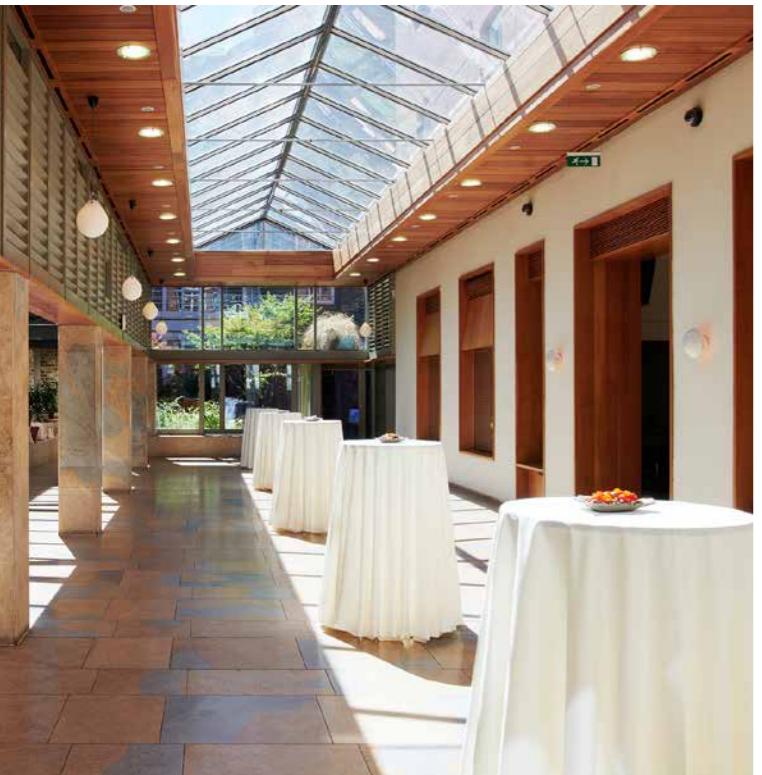
No.11 Cavendish Square has invested and equipped its theatres with in-house technology to allow speakers to present, participate in debates and interact in live Q&As, even when it's not possible to be in the building, no matter what your chosen platform. In light of the changing environment we are also investing upgrading technology in our medium and small rooms – the Edwards Room is the first of these rooms to be equipped with new technology, consisting of built-in cameras and microphones offering hybrid solutions for those looking to meet in new ways. Over the coming weeks and months this technology will be rolled out to all rooms throughout the venue. For more details please speak to one of our events managers on 020 7307 2474 or email [venue@11cavendishsq.com](mailto:venue@11cavendishsq.com)

If you are looking for a more advanced solution to host your hybrid event, we have partnered with Hire Space creating innovative packages offering an enhanced experience for both live and online audiences: digital information and an augmented 'virtual' experience laid on top of the 'in-the-room' one. If you would like to discuss any of these packages in more detail please contact one of our event managers; each package can be tailored for a specific event.

We look forward to working with you and bringing together your audience in new ways



# Hybrid event manager



Our in-house team of experienced event managers can help take your hybrid event to the next level. These packages give a starting point to explore how we can support your event.

## What do they do?

A hybrid event manager handles everything around your event before, during and after. Our hybrid event managers are fully trained in all the major virtual event platforms and have a breadth of experience in both in person and virtual event management.

They can manage:

- event website set up
- registration set up
- event design – either supporting your in-house team with image sizes required or we can quote for design services
- sourcing and booking Speakers and performers
- sponsor, exhibitor and speaker materials guidance
- on-the-day admin and support
- post-event analytics.

## When do you need them?

You might need a hybrid event manager regardless of if you already have an in-house events team or not. You should consider hiring one if you:

- are not familiar with the event platform you are using
- have a strong vision for what you want to achieve but are not sure how to build it
- need some guidance on what format would work best for your event
- need support creating sales materials for exhibitors or sponsors
- need someone on the day to make sure everything runs smoothly.

A hybrid event manager can help you to add your sessions, add speakers and their biographies to your platform. A hybrid event manager can give you everything your speakers need to know in advance and hold tech checks so that you can be sure that audio and video work on the platform.

Some tips from a hybrid manager might be:

- presentations with slides are better as pre-recorded sessions
- simple Q&A sessions where all join as one session can be held with multiple speakers
- video content needs to be hosted in its own session – cannot be embedded with a live speaker
- easy for guests to see what's on

# Hybrid event manager package

(Without live stream producer)

Burdett Theatre	£3,400 (excluding VAT)
Maynard Theatre	£3,700 (excluding VAT)
4 days of event manager time	

## Set up the event page

2 x 30-minute demo calls, covering back-end build, branding guide

## Tickets, registration and adding attendees, sessions and speakers

## Exhibitors, sponsors and networking

Create project plan, speaker materials support, expo/sponsor materials guidance, site build support (16 hours)

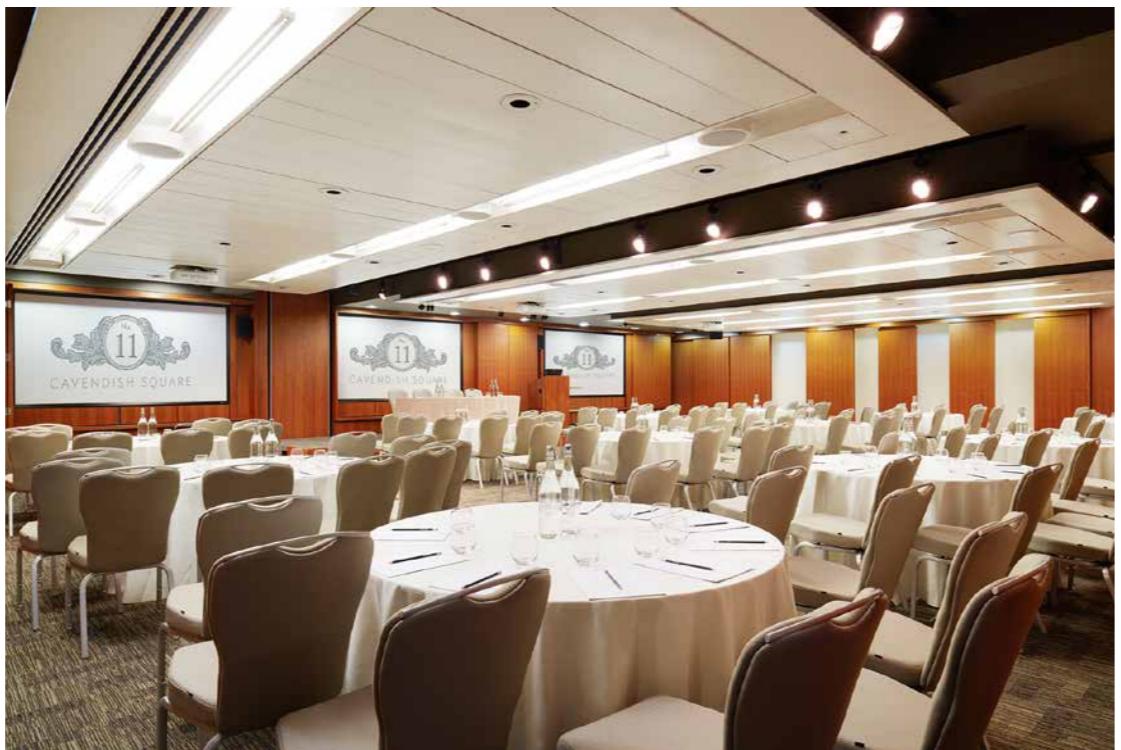
Review and support emails/calls (6 hours)

2 x 30-minute technical checks

## Event-day support (up to 8 hours)

Multiple days to be quoted upon receipt of agenda

Livestream managed by Hire Space using ReStream



Burdett Theatre



Maynard Theatre

# Live stream production packages

Our team of experienced live stream producers can help make your event look slick, polished and professional. These packages give a starting point to explore what we can do for you.



## What do they do?

A live stream producer handles everything for the video stream of your event, including pre-production to get your presentation slide deck ready. They have access to stable graphics computers, editing software and video production.

They can handle:

- combining a variety of content together, ie, speakers, 'picture in pictures', videos, slides, interactive Q&As, panel discussions, animations, music, etc
- creating graphics
- design services - either supporting your in-house team with sizes required or we can quote for design services
- in-depth rehearsals called 'cue-to-cues' to ensure speakers are confident and to check things are in the right order
- running the event on the day.

## When do you need them?

If you want a more professional look and feel to your event with a bit more flexibility on timings and video production. A live stream producer could help with:

- multiple video sources (eg, live filming, pre-records, slides, etc)
- higher quality video playback
- using 'switcher' – ie, speakers to come in and out of one session on screen – or 'picture in picture' for more than one speaker with a presentation or video
- seamless integration of graphics
- creating holding slides and pre-recorded video stings
- offering an extra layer of support If your speakers are not confident with using the technology.

## Hire Space Streaming

Your live stream producer will take care of all of the technical aspects of running the show, create a project plan for the event with milestones for content delivery, book in tech-check sessions and run a cue-to-cue rehearsal.\*

They also have additional software (sometimes hardware) in order to manage the live stream workflow, including:

- video sources
- switcher
- encoder
- RTMP server
- content delivery network
- live stream platform.

\* Additional rehearsals can be added if needed for complex shows

# Live stream production packages

All live production packages include the following.

## Pre-production and project build:

- internal kick-off call with sales and production teams
- client kick-off call
- project timeline
- up to 6 weekly progress meetings  
(3 progress meetings for 1 and 2 hour events)
- run of show
- build show file
- check and convert media.

## Technical rehearsal and speaker briefing calls:

- technical briefing
- pre-broadcast checks
- wifi testing
- hardware compatibility testing
- technical rehearsal pre-event.

## Hybrid event production:

- hybrid floor management producer (can be local or remote)
- remote production studio
- support for all major online meeting platforms.

## Distribution:

- broadcast to chosen platform
- end-to-end management
- advice on latency issues for interactive elements.

## Package Price (excluding VAT)

Remote live stream production – full day:

Burdett Theatre from £4,900

Maynard Theatre from £5,200

Other rooms priced on request



## Add ons

Extra days, streams and production options to add to your remote, studio and hybrid events.

Item	Price (excluding VAT)
On-site camera	from £1,100
Vox-pop video (camera team and equipment, two rounds of revisions, production of video)	£1025+VAT
Live stream post-production (post-production stream video)	from £360 per hour
Live stream post-production (post-production highlight video)	from £600 per hour
Graphic design	from £400

For post-production services please arrange directly with Hire Space

## Extra event daysstreams

Item	Price (excluding VAT)
Hybrid event manager	from £1,200 per day
Live stream producer	from £1,850 per day
Multi-track/stream events	Includes extra producer for the day of event, plus the additional preparation work required for an additional stream

For custom event lengths, tell us the brief and we'll get back to you with a quote.

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