

To ,

The Principal

Gyan Sagar Public School

P-Block, Raj Nagar-2, Sector-8

New Delhi-110077

Subject: Quotation for Sound, Light, and Refreshment etc for Annual Function 2025

As per our discussion regarding the upcoming Annual Function at GYAN SAGAR PUBLIC SCHOOL, we are pleased to ask and present the following quotation for the required services by the reputed vendors :

1. Sound and Audio System:

Professional sound setup (microphones, speakers, mixing console)

- Sound technician for the event
- Audio equipment rental (as per event requirements) **Total Cost:** _____

2. Lighting Setup: Stage lighting (LED lights, spotlights, color effects)

- Ambient lighting for the venue
- Lighting technician for the event **Total Cost:** _____

3. Refreshments: (Samosa/Sandwich/Bread Pakoda, Soft Drink, Chips, Sweet dish)

Snacks and beverages for 1100 guests

- Menu options: List of items:
- Catering staff for serving **Total Cost:** _____

4. Catering/Dinner Services: (Mix Veg, Dal Makhni, Shahi Paneer, Salad, Sweet Dish, Naan, Lachha Parantha, Raita)

- Dinner for 300
- Catering staff for serving and clean-up **Total Cost:** _____

5. Event Management and Logistics:

- Event coordination and planning support

- Setup and breakdown services
- On-site event manager **Total Cost:** _____

6. Choreography Services:

- Professional choreographers for dance performances
- Rehearsals and practice sessions for students
- Stage coordination for the event **Total Cost:** _____

7. Flower Decoration:

- Floral Arch with fresh flowers
- Flower arrangements along the entrance
- Floral backdrop with premium flowers
- Hanging floral arrangements **Total Cost:** _____

8. Event Photography Package:

- Full-day coverage (up to 8 hours)
- Candid and formal photos of the event, including performances, group shots, award ceremonies, and audience interactions
- Digital copies of all edited photos in high resolution **Total Cost:** _____

Amount: _____ **GST :** _____

Grand Total : _____

In Words: _____

Payment Terms:

- 50% advance at the time of booking
- Balance with in a week after event ends.

This quotation includes setup, labor, transportation, and breakdown of the services after the event. We are committed to providing high-quality services to ensure the success of your Annual Function.

Please let us know if you have any specific requirements or adjustments to the services mentioned above. We look forward to collaborating with you for a memorable event.

Thank you for considering our services.

Best regards,