

Pereira, Jennifer MTIC:EX

From: Stewart, Dawn M GCPE:EX
Sent: Wednesday, June 10, 2015 4:00 PM
To: Safarik, Melissa GCPE:EX
Subject: FW: AV Quote for Yoga Day - June 21
Attachments: BCGC - Intl Yoga Day - June 21 2015 - AV Quote.pdf

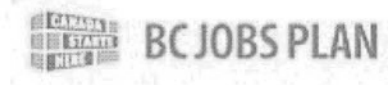
Hi Melissa,

If you are okay with this quote I will ask Tim to initiate the work order, and Ministry of Finance as the billing lead:

Thank you

Dawn Stewart
Manager, Financial Services

Government Communications and Public Engagement
T 250 356-8595
F 250 387-6687



This email message, including any attachments, is confidential and is intended only for the use of the person or persons to whom it is addressed unless I have expressly authorized otherwise. If you have received this communication in error, please delete the message, including any attachments, and notify me immediately by email or telephone.

From: Tim Lang [<mailto:timlang@proshow.com>]
Sent: Wednesday, June 10, 2015 3:40 PM
To: Stewart, Dawn M GCPE:EX
Subject: AV Quote for Yoga Day - June 21

Hi Dawn,

Here is the Audio/Lighting quote for Yoga Day on June 21. Please note this does not include any of the Webcast/Camera package, which is quoted separately. Can you please confirm if this is billing to BCGC (or to another ministry), and if so, I will send over a draw down order.

Thanks
/-Tim

--
Tim Lang
VP, Operations & Finance
Proshow Audiovisual Broadcast
direct: 604.566.8045

office: 604.293.1771
3095 Hebb Avenue, Vancouver, BC, V5M 4V3
timlang@proshow.com
www.proshow.com



Status: Hold
Order #: 19177
Account Rep: John Sharpe
Updated: June 4, 2015
Version: 1

International Yoga Day

EVENT INFORMATION

To: BC Government Communications	Contact: Jordan Humphries
Attn: Anish Dwivedi	Venue: Burrard Street Bridge
Address: 4th Floor - 617 Government St Province of British Columbia Victoria BC V8V 1X4	
Phone: 250-387-1337	Ship Via: PROSHOW
Fax: 250-387-3534	Terms: NET 30 DAYS
Email:	PO Number: SO-GCPE035

SCHEDULE

Load In Date: June 21, 2015 4:30	Event End Date: June 21, 2015 9:30
Event Start Date: June 21, 2015 8:30	Pickup Date: June 22, 2015 10:45

EQUIPMENT

	Rate	Extended	Final Price
Audio Equipment			
1 LS9 16Ch/2 Amp Audio Rack	790.00	790.00	790.00
1 LS9 Rack Mic/Accessory Kit	360.00	360.00	360.00
1 Shure UHFR 2Ch W/L Rcvr Pkg	200.00	200.00	200.00
4 SP SCS765 Headset Mic	15.00	60.00	60.00
4 Shure UHFR UR1 Bodypack Xmtr - J5	25.00	100.00	100.00
32 EV SX300 Speaker	50.00	1600.00	1600.00
32 K&M 214/6 Speaker Stand	0.00	0.00	
2 PLX3002 Amp Rack W/ Driverack	200.00	400.00	400.00
40 Double Sandbag	5.00	200.00	200.00
Staging & Presentation Equipment			
1 Anchor Traveler Port. Lectern	75.00	75.00	75.00
1 Shure MX412S/S Podium Mic	20.00	20.00	20.00
18 Tensabarrier 7' Stanchion	20.00	360.00	360.00
Lighting Equipment			
1 Arri575 HMI Outdoor TV Lighting Package	700.00	700.00	700.00
2 Arrisun 5 - HMI 575W Outdoor TV Light			
2 Avenger - 4 Rise HMI Stand			
Accessory Equipment			
20 Checker 5 Channel Cable Ramp - 3' Section	25.00	500.00	500.00
4 Checker 5 Channel End Caps(Pr)	0.00	0.00	
20 Checker Wheel Chair Ramp Pair	25.00	500.00	500.00
2 Checker Cable Ramp Rail Pair - Short	25.00	50.00	50.00
1 6 X 8 Console Tent Package	100.00	100.00	100.00
1 Cable and Accessories TBA	0.00	0.00	



Status: **Hold**
Order #: 19177
Account Rep: John Sharpe
Updated: June 4, 2015
Version: 1

MISC. EXPENSES

1	Production Trucking - 1 Ton*	150.00	150.00	150.00
1	Production Trucking - Van*	125.00	125.00	125.00
2	Advance Meeting /Hr* - May 21*	150.00	300.00	300.00
2	Advance Meeting /Hr* - May 29*	150.00	300.00	300.00

LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
1 Production Manager*	4:30	11:00	5.00		1.50	65.00	520.00
1 Audio Lead*	4:30	11:00	5.00		1.50	65.00	520.00
1 Audio Assistant*	4:30	11:00	5.00		1.50	60.00	480.00
3 Audio Setup / Dismantle Assist*	4:30	12:00	6.00		1.50	60.00	1620.00
1 Load / Setup & Dismantle Assist*	3:30	13:00	5.50	1.50	2.50	60.00	765.00
1 Driver / Setup & Dismantle Assist*	3:30	13:00	5.50	1.50	2.50	60.00	765.00
1 Driver / Setup & Dismantle Assist*	3:30	13:00	5.50	1.50	2.50	60.00	765.00

SUMMARY

COMMENTS:

EQUIPMENT :	\$6015.00
SALES :	
LABOUR :	\$5435.00
MISC. EXPENSES :	\$600.00
SHIPPING :	\$275.00
SUB-TOTAL :	\$12325.00
R136675758 GST:	\$616.25
TOTAL :	CAD\$12,941.25

Signature as Acceptance of the Proposal

Date of Acceptance

Pereira, Jennifer MTIC:EX

From: Stewart, Dawn M GCPE:EX
Sent: Thursday, June 11, 2015 12:51 PM
To: Safarik, Melissa GCPE:EX
Subject: FW: Insurance when booking venues - yoga event

e-mail :

From: Dwivedi, Anish GCPE:EX
Sent: Monday, June 8, 2015 1:16 PM
To: Stewart, Dawn M GCPE:EX
Cc: Brendeland, Deb GCPE:EX; Safarik, Melissa GCPE:EX
Subject: RE: Insurance when booking venues

Thank you!

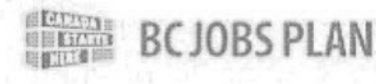
From: Stewart, Dawn M GCPE:EX
Sent: Monday, June 8, 2015 1:12 PM
To: Dwivedi, Anish GCPE:EX
Cc: Brendeland, Deb GCPE:EX; Safarik, Melissa GCPE:EX
Subject: RE: Insurance when booking venues

Margo Steffens or Melissa McCabe are the contacts.

Thank you

Dawn Stewart
Manager, Financial Services

Government Communications and Public Engagement
T 250 356-8595
F 250 387-6687



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From: Dwivedi, Anish GCPE:EX
Sent: Monday, June 8, 2015 12:00 PM
To: Stewart, Dawn M GCPE:EX; Brendeland, Deb GCPE:EX
Cc: Safarik, Melissa GCPE:EX
Subject: RE: Insurance when booking venues

Thank you Dawn! Do you have a contact I can reach out to?

Regards
Anish

From: Stewart, Dawn M GCPE:EX
Sent: Monday, June 8, 2015 11:59 AM
To: Dwivedi, Anish GCPE:EX; Brendeland, Deb GCPE:EX
Cc: Safarik, Melissa GCPE:EX
Subject: RE: Insurance when booking venues

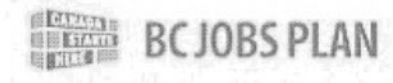
In this case I think you should seek advice from Risk Management Branch.

Margo Steffens or Melissa McCabe are the contacts.

Thank you

Dawn Stewart
Manager, Financial Services

Government Communications and Public Engagement
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F 250 387-6687



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From: Dwivedi, Anish GCPE:EX
Sent: Monday, June 8, 2015 11:52 AM
To: Brendeland, Deb GCPE:EX
Cc: Safarik, Melissa GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: RE: Insurance when booking venues

Hi Deb,

Do you think we can use this letter for Yoga Day event on Burrard Street bridge? City of Vancouver is requesting proof of insurance.

Regards
Anish

Anish Dwivedi
Events Coordinator, Strategic Planning
Office of the Premier of British Columbia
e-mail: anish.dwivedi@gov.bc.ca
cell: 778-875-9129

From: Brendeland, Deb GCPE:EX

Sent: Thursday, June 4, 2015 9:39 AM

To: Dwivedi, Anish GCPE:EX; Wong, Tim GCPE:EX; May, Michelle GCPE:EX; Denis, Louise L GCPE:EX; Geiger, Karen GCPE:EX

Cc: Safarik, Melissa GCPE:EX; Stewart, Dawn M GCPE:EX

Subject: Insurance when booking venues

Hi

When we are booking the use of space with organizations and/or venues, some are starting to request confirmation from us that we have insurance in place. For your information, the Province of British Columbia is self-insured with respect to liabilities for which the province may be held responsible as a result of Government Communications and Public Engagement.

I know of two venues that have requested this in the last month - prior to that, I have had only had one other request in 10 years.

If you are booking a venue and they require confirmation of insurance, please provide them with a copy of this letter which Dawn Stewart has kindly provided.

I have saved this letter in our Shared Templates in a folder called "Insurance".

Thanks,
Deb

Deb Brendeland

Manager, Event Services

Strategic Planning and Events

Government Communications and Public Engagement

☎ 250 356-2087 (office) 250 213-3272 (cell) ✉ Deb.Brendeland@gov.bc.ca

Pereira, Jennifer MTIC:EX

From: Stewart, Dawn M GCPE:EX
Sent: Friday, May 22, 2015 8:45 AM
To: Safarik, Melissa GCPE:EX
Subject: FW: MIT - International Day of Yoga - Pace Group Fees Estimate
Attachments: DOC052015-05202015174944.pdf

Hi Melissa,

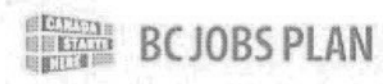
Disbursements are to cover misc. office costs, couriers etc. and are reimbursed based on their receipts, this amount seems reasonable.

PACE can initiate a change order, once all the other expense/hard costs are known.

Thank you

Dawn Stewart
Manager, Financial Services

Government Communications and Public Engagement
T 250 356-8595
F 250 387-6687



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From: Safarik, Melissa GCPE:EX
Sent: Thursday, May 21, 2015 6:45 PM
To: Stewart, Dawn M GCPE:EX
Subject: FW: MIT - International Day of Yoga - Pace Group Fees Estimate

Please note Jordan's question... I have highlighted in yellow – please clarify what our procedure would be in these unique circumstances? As well, \$500/company disbursements?

From: Jordan Humphries [<mailto:JHumphries@pacegroup.com>]
Sent: Wednesday, May 20, 2015 6:55 PM
To: Safarik, Melissa GCPE:EX
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: RE: MIT - International Day of Yoga - Pace Group Fees Estimate

Hi Melissa,

Attached is the completed and signed work order. Just so you know, I added \$500 to cover company disbursements, but I haven't included any other costs as they are unknown at this time. I understand from our conversation that the audio visual provided by Proshow will be directed contracted by the Province, but I'm not sure how you would like to handle other expenses, such as City costs, fencing, porta potties, security, etc.

Thanks,

JORDAN HUMPHRIES

General Manager

T 604.646.3596

C 604.506.7085

jhumphries@pacegroup.com

PACE GROUP

Suite 200 - 55 Water St.

Vancouver, BC V6B 1A1

www.pacegroup.com

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From: Safarik, Melissa GCPE:EX [<mailto:Melissa.Safarik@gov.bc.ca>]

Sent: May-20-15 12:11 PM

To: Jordan Humphries

Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX

Subject: RE: MIT - International Day of Yoga - Pace Group Fees Estimate

Thanks Jordan. Please proceed with Work Order.

Melissa Safarik

Corporate Director

Strategic Planning & Events

Government Communications & Public Engagement

Government of B.C.

Direct 250.387-2519

From: Jordan Humphries [<mailto:JHumphries@pacegroup.com>]

Sent: Tuesday, May 19, 2015 5:49 PM

To: Safarik, Melissa GCPE:EX

Cc: Laurence, Katherine GCPE:EX

Subject: MIT - International Day of Yoga - Pace Group Fees Estimate

Hi Melissa,

Attached is an estimate for Pace Group fees to manage the logistics for the International Day of Yoga event. Happy to discuss this in detail with you over the phone. If this estimate meets with approval then I will complete the Work Order.

Sincerely,

JORDAN HUMPHRIES

General Manager

T 604.646.3596

C 604.506.7085

jhumphries@pacegroup.com

PACE GROUP

Suite 200 - 55 Water St.

Vancouver, BC V6B 1A1

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Government Communications and Public Engagement
Work Order Request
(Draw Down Form)

Supplier: PACE

Standing Offer # SO-GCPE025

Event: MIT - International Day of Yoga - Vancouver

Start Date: May 20, 2015

Completion Date:

31-Jul-15


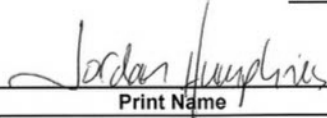
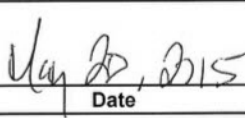
Brief Description of Event: Celebration of International Day of Yoga (June 21) in Vancouver with a one hour public yoga class held on Burrard St. bridge. Event partners: Lululemon Athletica and YYoga.

Description	Number of Units	Cost per Unit	Estimated Cost
CLIENT SERVICES			
Managing Partner		\$ 130.00	\$ -
General Manager	56	\$ 95.00	\$ 5,320.00
Vice President, Media Relations		\$ 95.00	\$ -
Director Communications	24	\$ 90.00	\$ 2,160.00
Manager, Conferences & Events	136	\$ 75.00	\$ 10,200.00
Manager Communications		\$ 75.00	\$ -
Director, Special Projects		\$ 60.00	\$ -
Event Assistant	40	\$ 55.00	\$ 2,200.00
Manager, Accounting Services		\$ 90.00	\$ -
AGENCY HARD COSTS (may include total cost, attach detailed estimate)	1	\$500.00	\$ 500.00
			\$ -
SUB-CONTRACTED SERVICES (may include total cost, attach detailed estimate)			TBC
Sub-total			\$20,380.00
PST if Applicable			\$0.00
Total			\$20,380.00

Please note that FINAL COSTS MAY VARY +/- 10%

To be completed by AGENCY

Docket #:

  
Authorized Signatory Approval Print Name Date

To be completed by Government Communications and Public Engagement

Work Order/Drawdown #:

Corporate Director Strategic Planning & Events

Print Name

Date

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

Project #:

Expense Authority Approval

Print Name

Date

Pereira, Jennifer MTIC:EX

From: Bhullar, Barinder MIT:EX
Sent: Wednesday, June 10, 2015 10:36 AM
To: Safarik, Melissa GCPE:EX
Subject: FW: Yoga Day Cost
Attachments: BCGC - Intl Yoga Day - June 21 2015 - AV Quote.pdf; MIT - Int'l Yoga Day - Budget Estimate v3.pdf

From: Dwivedi, Anish GCPE:EX
Sent: Monday, June 8, 2015 2:23 PM
To: Bhullar, Barinder MIT:EX
Cc: McPhee, Jordan PREM:EX
Subject: Yoga Day Cost

Hi Barinder,

The quotes we have got thus far have been:

- 1) ProShow: \$12,941.25
- 2) Pace Group: \$82,511.66

Detailed breakdown of the costs are attached. We are still awaiting estimates from:

- 1) City of Vancouver
- 2) ProShow: Live Streaming

Regards
Anish

Anish Dwivedi
Events Coordinator, Strategic Planning
Office of the Premier of British Columbia
e-mail: anish.dwivedi@gov.bc.ca
cell: 778-875-9129



Status: Hold
Order #: 19177
Account Rep: John Sharpe
Updated: June 4, 2015
Version: 1

International Yoga Day

EVENT INFORMATION

To: BC Government Communications	Contact: Jordan Humphries
Attn: Anish Dwivedi	Venue: Burrard Street Bridge
Address: 4th Floor - 617 Government St Province of British Columbia Victoria BC V8V 1X4	
Phone: 250-387-1337	Ship Via: PROSHOW
Fax: 250-387-3534	Terms: NET 30 DAYS
Email:	PO Number: SO-GCPE035

SCHEDULE

Load In Date: June 21, 2015 4:30	Event End Date: June 21, 2015 9:30
Event Start Date: June 21, 2015 8:30	Pickup Date: June 22, 2015 10:45

EQUIPMENT

	Rate	Extended	Final Price
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1 LS9 Rack Mic/Accessory Kit	360.00	360.00	360.00
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4 Checker 5 Channel End Caps(Pr)	0.00	0.00	
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Status: *Hold*
Order #: 19177
Account Rep: John Sharpe
Updated: June 4, 2015
Version: 1

MISC. EXPENSES

1	Production Trucking - 1 Ton*	150.00	150.00	150.00
1	Production Trucking - Van*	125.00	125.00	125.00
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LABOUR

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1 Audio Assistant*	4:30	11:00	5.00		1.50	60.00	480.00
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1 Load / Setup & Dismantle Assist*	3:30	13:00	5.50	1.50	2.50	60.00	765.00
1 Driver / Setup & Dismantle Assist*	3:30	13:00	5.50	1.50	2.50	60.00	765.00
1 Driver / Setup & Dismantle Assist*	3:30	13:00	5.50	1.50	2.50	60.00	765.00

SUMMARY

COMMENTS:

EQUIPMENT :	\$6015.00
SALES :	
LABOUR :	\$5435.00
MISC. EXPENSES :	\$600.00
SHIPPING :	\$275.00
SUB-TOTAL :	\$12325.00
R136675758 GST:	\$616.25
TOTAL :	CAD\$12,941.25

Signature as Acceptance of the Proposal

Date of Acceptance

Ministry of International Trade
International Day of Yoga - Vancouver



Budget Estimate

Budget	Detail	Estimate
City of Vancouver		
Production Management (Ken Heit Creative)	For staging and branded elements	\$4,500.00
Design, Renderings, CAD drawings, construction drawings		\$3,250.00
Small Stage Fabrication (4)		
4 - 10' dia Custom stages, @ \$2,900 each		\$11,600.00
Graphic skirt around 10' dia stages @ \$1,165.00 ea		\$4,660.00
Large overhead branding banner or flags @ \$985.00 ea		\$3,940.00
4 - Truck rental, New White Dodge pick-up's @\$ 750.00 ea		\$3,000.00
Pick-up, delivery, on-site set-up and return		\$6,875.00
Large Stage (1)		
40' flat deck trailer - Includes Driver 5am drop and 10 am pick up		\$3,100.00
Fuel, Delivery, wait times. Weekend rate, Night Rates		
Graphic Wrap for main stage		\$5,400.00
Branding pageantry or flags		\$3,600.00
Bike Valet		
South and North ends of Burrard St Bridge.	Total capacity 300 bikes	\$2,200.00
Portable Toilets		
Two 10 unit self contained trailer washrooms	Located at North and South ends of bridge @ \$2,600.00 each	\$5,360.00
Pancake Breakfast portable toilets	8 regular 2 accessible wash stations	\$1,265.00
Electrical generators for bathrooms		\$650.00
Security	Public and Site Safety, main stage security	\$10,400.00
Communications	Radio rental	\$1,500.00
Portable Power		
Two 55kW super-silent generators	Freight, insurance, operator and permit	\$2,375.00
Fuel	Estimate	\$500.00
First Aid		
BC Emergency Health Services	Ambulance and paramedics on site 7:00am - 10:00am	\$835.60
Subtotal		\$75,010.60
Contingency (10%)		\$7,501.06
TOTAL	<i>*plus applicable tax</i>	\$82,511.66

Pereira, Jennifer MTIC:EX

From: Stewart, Dawn M GCPE:EX
Sent: Thursday, May 28, 2015 1:50 PM
To: Bhullar, Barinder MIT:EX
Cc: Safarik, Melissa GCPE:EX
Subject: Please Action - International Day of Yoga Work Order for EA signature
Attachments: Scan_20150528.pdf; MIT - Int'l Yoga Day - Fees Estimate.pdf

Importance: High

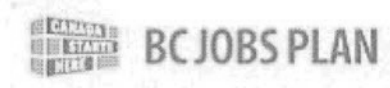
Hi Barinder,

Please sign Expense Authority on the attached work order and return.

Thank you

Dawn Stewart
Manager, Financial Services

Government Communications and Public Engagement
T 250 356-8595
F 250 387-6687



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From: Jordan Humphries [<mailto:JHumphries@pacegroup.com>]
Sent: Wednesday, May 27, 2015 4:20 PM
To: Safarik, Melissa GCPE:EX
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: RE: International Day of Yoga

OK, thanks Melissa.

Jordan

From: Safarik, Melissa GCPE:EX [<mailto:Melissa.Safarik@gov.bc.ca>]
Sent: May-27-15 4:03 PM
To: Jordan Humphries
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: International Day of Yoga

Hello Jordan,

Other expenses (as you've noted below) should be submitted as a Change Order. If you have any questions about preparing a Change Order, please email Dawn Stewart.

Thanks,
Melissa Safarik
Corporate Director
Strategic Planning & Events
Government Communications & Public Engagement
Direct: 250.387.2519

From: Jordan Humphries [<mailto:JHumphries@pacegroup.com>]
Sent: Wednesday, May 20, 2015 6:55 PM
To: Safarik, Melissa GCPE:EX
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: RE: MIT - International Day of Yoga - Pace Group Fees Estimate

Hi Melissa,

Attached is the completed and signed work order. Just so you know, I added \$500 to cover company disbursements, but I haven't included any other costs as they are unknown at this time. I understand from our conversation that the audio visual provided by Proshow will be directed contracted by the Province, but I'm not sure how you would like to handle other expenses, such as City costs, fencing, porta potties, security, etc.

Thanks,

JORDAN HUMPHRIES
General Manager
T 604.646.3596
C 604.506.7085
jhumphries@pacegroup.com

PACE GROUP
Suite 200 - 55 Water St.
Vancouver, BC V6B 1A1

www.pacegroup.com

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From: Safarik, Melissa GCPE:EX [<mailto:Melissa.Safarik@gov.bc.ca>]
Sent: May-20-15 12:11 PM
To: Jordan Humphries
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: RE: MIT - International Day of Yoga - Pace Group Fees Estimate

Thanks Jordan. Please proceed with Work Order.

Melissa Safarik
Corporate Director
Strategic Planning & Events
Government Communications & Public Engagement
Government of B.C.
Direct 250.387-2519

From: Jordan Humphries [<mailto:JHumphries@pacegroup.com>]
Sent: Tuesday, May 19, 2015 5:49 PM
To: Safarik, Melissa GCPE:EX
Cc: Laurence, Katherine GCPE:EX
Subject: MIT - International Day of Yoga - Pace Group Fees Estimate

Hi Melissa,

Attached is an estimate for Pace Group fees to manage the logistics for the International Day of Yoga event. Happy to discuss this in detail with you over the phone. If this estimate meets with approval then I will complete the Work Order.

Sincerely,

JORDAN HUMPHRIES
General Manager
T 604.646.3596
C 604.506.7085
jhumphries@pacegroup.com

PACE GROUP
Suite 200 - 55 Water St.
Vancouver, BC V6B 1A1

www.pacegroup.com

This email and its attachments are confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Pace Group Communications Inc. If you are not the intended recipient of this email and its attachments, please contact the sender and delete this email.

Ministry of International Trade
International Day of Yoga - Vancouver



Pace Group Fees Estimate

Budget	Detail	Estimate
Pre-Event Logistics Management	All required pre-event planning including liaising with Event Partners (Yyoga and Lulu Lemon), City of Vancouver, Proshow Audio Visual and other suppliers as required.	\$14,240.00
On-site Event Management	Overall on-site event management	\$5,640.00
Media Relations	As required, in consultation with GCPE	TBC
TOTAL	<i>*plus applicable tax</i>	\$19,880.00

Pereira, Jennifer MTIC:EX

From: Jordan Humphries <JHumphries@pacegroup.com>
Sent: Wednesday, May 27, 2015 4:20 PM
To: Safarik, Melissa GCPE:EX
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: RE: International Day of Yoga

OK, thanks Melissa.

Jordan

From: Safarik, Melissa GCPE:EX [<mailto:Melissa.Safarik@gov.bc.ca>]
Sent: May-27-15 4:03 PM
To: Jordan Humphries
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: International Day of Yoga

Hello Jordan,

Other expenses (as you've noted below) should be submitted as a Change Order. If you have any questions about preparing a Change Order, please email Dawn Stewart.

Thanks,
Melissa Safarik
Corporate Director
Strategic Planning & Events
Government Communications & Public Engagement
Direct: 250.387.2519

From: Jordan Humphries [<mailto:JHumphries@pacegroup.com>]
Sent: Wednesday, May 20, 2015 6:55 PM
To: Safarik, Melissa GCPE:EX
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: RE: MIT - International Day of Yoga - Pace Group Fees Estimate

Hi Melissa,

Attached is the completed and signed work order. Just so you know, I added \$500 to cover company disbursements, but I haven't included any other costs as they are unknown at this time. I understand from our conversation that the audio visual provided by Proshow will be directed contracted by the Province, but I'm not sure how you would like to handle other expenses, such as City costs, fencing, porta potties, security, etc.

Thanks,

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From: Safarik, Melissa GCPE:EX [<mailto:Melissa.Safarik@gov.bc.ca>]
Sent: May-20-15 12:11 PM
To: Jordan Humphries
Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX
Subject: RE: MIT - International Day of Yoga - Pace Group Fees Estimate

Thanks Jordan. Please proceed with Work Order.

Melissa Safarik
Corporate Director
Strategic Planning & Events
Government Communications & Public Engagement
Government of B.C.
Direct 250.387-2519

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Pereira, Jennifer MTIC:EX

From: Stewart, Dawn M GCPE:EX
Sent: Wednesday, June 10, 2015 3:18 PM
To: Bhullar, Barinder MIT:EX
Cc: Safarik, Melissa GCPE:EX
Subject: RE: Please Action - International Day of Yoga Work Order for EA signature

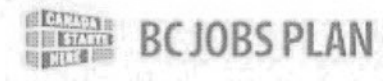
Hi Barinder,

Following up, as the work order has not been signed off by the Ministry of Finance EA yet, and the final budget estimate is to be sent through today from the Event Management Company.

Thank you

Dawn Stewart
Manager, Financial Services

Government Communications and Public Engagement
T 250 356-8595
F 250 387-6687



This email message, including any attachments, is confidential and is intended only for the use of the person or persons to whom it is addressed unless I have expressly authorized otherwise. If you have received this communication in error, please delete the message, including any attachments, and notify me immediately by email or telephone.

From: Bhullar, Barinder MIT:EX
Sent: Thursday, May 28, 2015 10:26 PM
To: Stewart, Dawn M GCPE:EX
Cc: Safarik, Melissa GCPE:EX
Subject: RE: Please Action - International Day of Yoga Work Order for EA signature

Hi Dawn,

Thanks. As mentioned I am checking with finance on who the sign off would be.

Cheers,
Barinder

From: Stewart, Dawn M GCPE:EX
Sent: Thursday, May 28, 2015 1:50 PM
To: Bhullar, Barinder MIT:EX
Cc: Safarik, Melissa GCPE:EX

Subject: Please Action - International Day of Yoga Work Order for EA signature

Importance: High

Hi Barinder,

Please sign Expense Authority on the attached work order and return.

Thank you

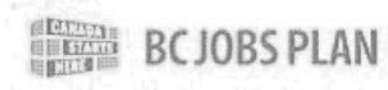
Dawn Stewart

Manager, Financial Services

Government Communications and Public Engagement

T 250 356-8595

F 250 387-6687



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Cc: Laurence, Katherine GCPE:EX; Stewart, Dawn M GCPE:EX

Subject: International Day of Yoga

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Thanks,

Melissa Safarik

Corporate Director

Strategic Planning & Events

Government Communications & Public Engagement

Direct: 250.387.2519

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Subject: RE: MIT - International Day of Yoga - Pace Group Fees Estimate

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Melissa Safarik
Corporate Director
Strategic Planning & Events
Government Communications & Public Engagement
Government of B.C.
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General Manager

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BUSINESS EXPENSE APPROVAL

for Business Meetings/Protocol Events

Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.

BUSINESS EXPENSE APPROVAL NO.

N0104 - L66

SECTION 1 – ORIGINATOR INFORMATION

NAME OF ORIGINATOR OF EXPENSE Anish Dwivedi	TELEPHONE NO. (778) 875-9129	DATE SUBMITTED 2015/06/05
MINISTRY/DIVISION/BRANCH Office of the Premier Yoga Day Announcement	LOCATION (CITY) OF EVENT Vancouver	START DATE OF EVENT 2015/06/05
		END DATE OF EVENT 2015/06/05

SECTION 2 – NAME / NATURE OF EVENT

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Premier
Lululemon
YYoga
Media
Stakeholders

SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

SECTION 4 – BUSINESS EXPENSE REQUESTED

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: SW Audio		2,180.15

SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL

RESP. CENTRE 11348	SERVICE LINE 34420	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING 11N0104
EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the <i>Financial Administration Act</i> and related policies.		
PRINT NAME OF EXPENSE AUTHORITY Denise Champion		DATE SIGNED YYYY / MM / DD

SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

ESTIMATED TOTAL

2,180.15

REIMBURSEMENT TOTAL

Pereira, Jennifer MTIC:EX

From: Safarik, Melissa GCPE:EX
Sent: Wednesday, June 10, 2015 5:40 PM
To: Stewart, Dawn M GCPE:EX
Subject: UPDATE: Please HOLD

Importance: High

Please hold, until further direction

From: Safarik, Melissa GCPE:EX
Sent: Wednesday, June 10, 2015 5:05 PM
To: Stewart, Dawn M GCPE:EX
Subject: RE: AV Quote for Yoga Day - June 21

Yes, thanks

From: Stewart, Dawn M GCPE:EX
Sent: Wednesday, June 10, 2015 4:00 PM
To: Safarik, Melissa GCPE:EX
Subject: FW: AV Quote for Yoga Day - June 21

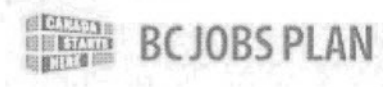
Hi Melissa,

If you are okay with this quote I will ask Tim to initiate the work order, and Ministry of Finance as the billing lead:

Thank you

Dawn Stewart
Manager, Financial Services

Government Communications and Public Engagement
T 250 356-8595
F 250 387-6687



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From: Tim Lang [<mailto:timlang@proshow.com>]
Sent: Wednesday, June 10, 2015 3:40 PM
To: Stewart, Dawn M GCPE:EX
Subject: AV Quote for Yoga Day - June 21

Hi Dawn,

Here is the Audio/Lighting quote for Yoga Day on June 21. Please note this does not include any of the Webcast/Camera package, which is quoted separately. Can you please confirm if this is billing to BCGC (or to another ministry), and if so, I will send over a draw down order.

Thanks

/-Tim

--

Tim Lang
VP, Operations & Finance

Proshow Audiovisual Broadcast

direct: 604.566.8045

office: 604.293.1771

3095 Hebb Avenue, Vancouver, BC, V5M 4V3

timlang@proshow.com

www.proshow.com

Pereira, Jennifer MTIC:EX

From: Tim Lang <timlang@proshow.com>
Sent: Wednesday, June 10, 2015 4:26 PM
To: Stewart, Dawn M GCPE:EX
Subject: Webcast & TV Mobile Quotes for Yoga Day - June 21
Attachments: BCGC - Intl Yoga Day - June 21 2015 - TV Mobile & Cameras Quote.pdf; BCGC - Intl Yoga Day - June 21 2015 - Webcast Transmission Quote.pdf

Importance: High

Hi Dawn,

Here are the quotes for the webcast, broken down into two components:

- 1) TV Mobile & Camera Package, including Crew. This includes all the cameras, lenses, switching, control, audio, intercom etc to video record the event and provide a live feed for webcast transmission (the webcast and transmission itself is not included in this quote).
- 2) Signal Transmission & Webcasting. As there is obviously no internet on the bridge, this includes a satellite truck to transmit the live signal to the webcast satellite reception facility in NY (we can also provide the feed to local broadcasters if desired), the air time for the satellite (a 4hr block, which includes pre-event testing), and the webcasting itself (reception of signal at NY broadcast centre, multi bitrate/device encoding, and hosting of the live feed itself – to be embedded on bc gov webpage).

We are still working on confirming the exact final price of the webcasting component, but I have provided an estimate in this quote since we need to get confirmation to proceed.

Please note the special cancellation terms for the transmission/webcasting quote, which are different from our usual contract. This is because the sat truck has to drive up from Los Angeles, we have to prebook the sat air time, and the webcasting service from the NY broadcast center. These cancellation terms are non-negotiable. We must have confirmation by end of business tomorrow (Thursday June 11), or else we will not be able to confirm the sat truck or transmission services for this event.

Please give me a call with any questions or additional requirements.

Thanks
/-Tim

--

Tim Lang

VP, Operations & Finance

Proshow Audiovisual Broadcast

direct: 604.566.8045

office: 604.293.1771

3095 Hebb Avenue, Vancouver, BC, V5M 4V3

timlang@proshow.com

www.proshow.com



Status: *Hold*
Order #: 19228
Account Rep: Tim Lang
Updated: June 10, 2015
Version: 1

International Yoga Day - Mobile TV Facilities

EVENT INFORMATION

To: BC Government Communications	Contact: Anish Dwivedi
Attn: Anish Dwivedi	Venue: Burrard Street Bridge
Address: 4th Floor - 617 Government St Province of British Columbia Victoria BC V8V 1X4	
Phone: 250-387-1337	Ship Via: PROSHOW
Fax: 250-387-3534	Terms: NET 30 DAYS
Email:	PO Number: SO-GCPE035

SCHEDULE

Load In Date: June 21, 2015 4:30	Event End Date: June 21, 2015 9:30
Event Start Date: June 21, 2015 8:30	Pickup Date: June 21, 2015 12:00

EQUIPMENT

	Rate	Extended	Final Price
Proshow Mobile TV Truck:			
Video Control Equipment			
1 Panasonic AVHS410 HD Switching Package	575.00	575.00	575.00
1 Dell Latitude E6430 Laptop PC w/Office 2013	175.00	175.00	175.00
1 BlackMagic H.264 With Mac Book Pro Kit	375.00	375.00	375.00
1 AJA Kipro Rackmount Kit	0.00	0.00	
1 AJA KiStore 500Gb Hard Drive (Rental)	0.00	0.00	
Cameras			
1 Sony HXC100 Camera Package w/ 75x Long Lens	2450.00	2450.00	2450.00
2 Sony HXC100 HH Camera Package w/ 17x Lens	1200.00	2400.00	2400.00
1 Canon HD 14X4.3 Wide Lens	300.00	300.00	300.00
1 HDL Zero Delay HD Wireless RF Video Link	450.00	450.00	450.00
1 HD Scope Kit with Leader Scope and Sony OLED	150.00	150.00	150.00
Communications			
1 Clear-Com CS-222 2ch Master Station	0.00	0.00	
3 Clear-Com RS-501 1ch Belt Pack	0.00	0.00	
4 Eartec Single Muff Com Headset	0.00	0.00	
Audio Equipment			
1 Yamaha LS9-16 Digital Console	0.00	0.00	
2 Genelec 1031A Studio Monitor	0.00	0.00	
1 DBX 166 Dual Comp/Limiter	0.00	0.00	
4 Audio Technica AT935 Microline	0.00	0.00	
1 CPC 12Ch 3-Way Xfmr Split	0.00	0.00	



Status: **Hold**
Order #: 19228
Account Rep: Tim Lang
Updated: June 10, 2015
Version: 1

LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
1 Engineer (EIC)*	4:30	11:00	5.00		1.50	65.00	520.00
1 Director / TD / Switcher*	4:30	11:00	5.00		1.50	65.00	520.00
1 Camera Shader / VTR Op*	4:30	11:00	5.00		1.50	65.00	520.00
3 Camera Operator*	4:30	11:00	5.00		1.50	65.00	1560.00
2 TVA / Utility*	4:30	11:00	5.00		1.50	60.00	960.00

SUMMARY

COMMENTS:

EQUIPMENT :	\$6875.00
SALES :	
LABOUR :	\$4080.00
MISC. EXPENSES :	
SHIPPING :	
SUB-TOTAL :	\$10955.00
R136675758 GST:	\$547.75
TOTAL :	CAD\$11,502.75

Signature as Acceptance of the Proposal

Date of Acceptance



Status: **Hold**
Order #: 19229
Account Rep: Tim Lang
Updated: June 10, 2015
Version: 1

International Yoga Day - Transmission Facilities

EVENT INFORMATION

To: BC Government Communications
Attn: Anish Dwivedi
Address: 4th Floor - 617 Government St
Province of British Columbia
Victoria BC V8V 1X4
Phone: 250-387-1337
Fax: 250-387-3534
Email:

Contact: Anish Dwivedi
Venue: Burrard Street Bridge

Ship Via: PROSHOW
Terms: NET 30 DAYS
PO Number: SO-GCPE035

SCHEDULE

Load In Date: June 21, 2015 4:30
Event Start Date: June 21, 2015 8:30
Event End Date: June 21, 2015 9:30
Pickup Date: June 21, 2015 12:00

EQUIPMENT

	Rate	Extended	Final Price
Transmission Equipment			
1 Satellite Truck (w/Engineer)	5500.00	5500.00	5500.00
4 Satellite Air Time / Hr (6am-10am PDT)	395.00	1580.00	1580.00
1 Web Encoding Package w/Satellite Relay - ESTIMATED	5200.00	5200.00	5200.00

LABOUR

	Start	Finish	ST	OT	DT	Rate	Total
--	-------	--------	----	----	----	------	-------

SUMMARY

COMMENTS: CANCELLATION FEES: After June 11 and before June 15: 25%;
After June 14 and before June 16: 50%; After June 15: 100%

EQUIPMENT :	\$12280.00
SALES :	
LABOUR :	
MISC. EXPENSES :	
SHIPPING :	
SUB-TOTAL :	\$12280.00
R136675758 GST:	\$614.00
TOTAL :	CAD\$12,894.00

Signature as Acceptance of the Proposal

Date of Acceptance



**Government Communications and Public Engagement
Audio Visual Production Services
Draw Down Form**

Supplier: Sound Waves Entertainment

Standing Offer #

SO-GCPE036

Event/Location: Granville Island

Date: June 5, 2015

Order/Quote No: 15-1844

Description	Quantity	Unit Price	Total
EQUIPMENT:			
Government Plexiglass Podium Package	1	\$ 150.00	\$ 150.00
Press Audio Control Rack	1	\$ 300.00	\$ 300.00
Zoom H6 Portable Recorder Kit	1	\$ 75.00	\$ 75.00
Press Feed 16ch	1	\$ 125.00	\$ 125.00
Shure SM58 Microphone - Moderator Mic	1	\$ 30.00	\$ 30.00
Superlux CMH8K Condenser Mic - Ambient Mic	1	\$ 30.00	\$ 30.00
UHF Wireless Mic Kit - Q&A Mic	1	\$ 85.00	\$ 85.00
EV SX300 Loudspeaker	2	\$ 50.00	\$ 100.00
3 x 650W	1	\$ 150.00	\$ 150.00
Honda EU3000 Generator	1	\$ 125.00	\$ 125.00
Flag - British Columbia W. Sewn-In Sleeve	2	\$ 35.00	\$ 70.00
Pop-UP Tent 10'x10' - FOH	1	\$ 75.00	\$ 75.00
TRANSPORTATION:			
Delivery / Pick-Up	1	\$ 100.00	\$ 100.00
LABOUR:			
Senior General Technician (4.5hours x \$55.00)	2	\$ 247.50	\$ 495.00
TRAVEL (in accordance with Group 1 Rates Expenses for Contractors. Copies of all receipts required, with the exception of per diems, when submitting invoices)			
Mileage:	0	\$ -	\$ -
Per diems:	0	\$ -	\$ -
Hotel:	0	\$ -	\$ -
Ferry:	0	\$ -	\$ -
Airfare:	0	\$ -	\$ -
Misc. (ie Parking)	0	\$ -	\$ -
Sub-Total			\$ 1,910.00
PST (if applicable)			\$ 10.15
Total			\$ 1,920.15

To be completed by SUPPLIER


 Eric Doucet
 June 14 2015
 Authorized Signatory Approval Print Name Date

To be completed by GCPE

Corporate Director Strategic Planning & Events Approval Print Name Date

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

Expense Authority Approval Print Name Date

INVOICE



Audio+Visual Yes.

Visit us online at www.sw-online.com

Call Toll Free 1.800.909.7928

Head Office #1-325 Bay Ave, Kelowna V1Y 7S3

Vancouver Tel. 778.327.5878 Fax. 1.877.468.3313	Victoria Tel. 250.220.2367 Fax. 1.877.468.3313	Kelowna Tel. 250.868.3333 Fax. 250.868.3313	Kamloops Tel. 250.828.2088 Fax. 1.877.468.3313	Penticton Tel. 250.487.2333 Fax. 1.877.468.3313	Vernon Tel. 250.503.1397 Fax. 1.877.468.3313
--	---	--	---	--	---

Invoice No.: 108009

Date: 06/05/2015

Page 1

Sold to:

Government Communications & Public Engagement
4th Floor, 817 Government St
PO Box 9409 Stn Prov Govt
Victoria, BC V8W 9V1

Ship to:

Press Conference
Contract #SO-GCPE036
Job#15-1644 - Jun 05/15
Anish Dwivedi
Bridges Restaurant - Granville Island - Vancouver, BC

NO104-L66

Business No.: 128202181RT0001

Invoice Due Upon Receipt.

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
1			Tradeshow - As Per Job Quote#15-1644	GP	145.00	145.00
1			Tradeshow - Honda EU3000 Generator	G	125.00	125.00
1			Audio / Lighting - As Per Job Quote#15-1644	G	1,045.00	1,045.00
1			Labour - As Per Job Quote#15-1644	G	495.00	495.00
1			Delivery & Pick-Up	G	100.00	100.00
Subtotal:						1,910.00
G - GST 5%						
GP - GST 5%, PST 7%						
GST						95.50
PST						10.15
01- 1810.00						
02- 100.00						
QUALIFIED RECEIVER						
DATE: _____						
SIGNATURE: _____						
PRINT NAME: <u>HELISSA SAFARIK</u>						
SW Audio Visual GST: #128202181						
SW Audio Visual PST: #10016388						
Remit to						
Sound Waves Entertainment Network Ltd.						
#1-325 Bay Ave						
Kelowna, BC V1Y 7S3						
Total Amount						2,015.65

RECEIVED

JUN 17 2015

GOVERNMENT COMMUNICATIONS & PUBLIC ENGAGEMENT



SW Audio+Visual
6075 Imin Street
Burnaby, BC V5J 5C5
Canada
Phone: 604-327-5878
www.sw-online.com

Quote

Quote Number: 15-1644

Press Conference - Granville Island - June 6, 2015

Client	Bill To	Venue / Site
Government Communications, Public Engagement Anish Dwivedi 4th Floor, 617 Government Street P.O. Box 9409 Stn Prov Govt. Victoria, BC V8W 9V1 CA Phone: 778 875-9129 anish.dwivedi@gov.bc.ca	Government Communications, Public Engagement 4th Floor, 617 Government Street P.O. Box 9409 Stn Prov Govt. Victoria, BC V8W 9V1 CA Phone: 604-7751604 Fax: 604-775-1688	Bridges Restarurant (Granville Island) 1696 Duranleau St Vancouver, BC V6H 3S4 CA Phone: 604-687-4400 2nd Floor - on deck, Broad St Bridge as backdrop

Account Manager	Shipping Method	Customer PO	Warehouse	Terms	Tax Rule
Joe Campbell	Cargo Van		Vancouver		Calculated at Time of Billing

Ship Date	Load In	Show Start	Load Out	Return Date	Discount
05/06/2015 8:00 AM	05/06/2015 11:30 AM	05/06/2015 2:00 PM	05/06/2015 3:00 PM	05/06/2015 5:00 PM	

Type	Qty.	Description	Note	Time	Rate	Disc %	Price	Price Ext.
Audio								
Rental	1	Government Plexiglass Podium Package		1	Government		150.00	150.00 ✓
Rental	1	Press Audio Control Rack		1	Government		300.00	300.00 ✓
Rental	1	Zoom H6 Portable Recorder Kit		1	Government		75.00	75.00 ✓
Rental	1	Press Feed 16ch		1	Government		125.00	125.00
Rental	1	Shure SM58 Microphone	Moderator Mic	1	Government		30.00	30.00 ✓
Rental	1	Superlux CMH8K Condenser Mic	ambient mic	1	Government		30.00	30.00 ✓
Rental	1	UHF Wireless Mic Kit	Q&A Mic	1	Government		85.00	85.00 ✓
Rental	2	EV SX300 Loudspeaker		1	Government		50.00	100.00 ✓
							Audio:	\$895.00 ✓ 01
Lighting								
Rental	1	3 X 650W Arri Lighting Kit		1	Government		150.00	150.00 ✓
							Lighting:	\$150.00 ✓ 01
Tradeshow								
Rental	1	Honda EU3000 Generator		1	Government		125.00	125.00 ✓
Rental	2	Flag - British Columbia W. Sewn-In Sleeve		1			35.00	70.00 ✓
Rental	1	Pop-Up Tent 10'x10'	FOH	1	Government		75.00	75.00 ✓
							Tradeshow:	\$270.00 ✓ 01
Labour								
Labour	2	AV Technician 05/06/2015 11:30 AM - 1:30 PM	Setup	2	Government		55.00	220.00 ✓
Labour	2	AV Technician 05/06/2015 12:00 PM - 1:00 PM	Operate	1	Government		55.00	110.00 ✓
Labour	2	AV Technician 05/06/2015 1:00 PM - 2:30 PM	Dismantle	1.5	Government		55.00	165.00 ✓
							Labour Total:	\$495.00 ✓ 01
Travel	1	Flat Fee <75Km			Government		100.00	100.00 ✓ 02

17/06/2015 3:22 PM

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Legal:

Applicable Taxes will be Calculated at Time of Billing.

By Signing this Agreement you agree to the Terms & Conditions

Subtotal:	\$1,910.00
Sales Tax:	\$0.00
Total:	\$1,910.00
Total Applied Payments:	\$0.00
Balance Due:	\$1,910.00

X

Signature

Date