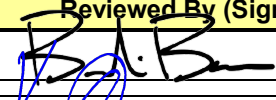
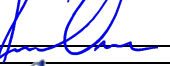



IMMEDIATE NEED REQUEST
2022-2023

APPROVED
President's Cabinet
One-time request
approved

William J. Snuggs
April 18, 2023
MT. SAC
Mt. San Antonio College

Requested by: Technical Services		
		Date to VP:
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Brandin Bowman	
Division:	Kevin Owen	
Vice President:	Morris Rodrigue	 4/13/2023
		Date to Cabinet:
		Outcome:

Budget Request(s)		Justification for Request(s)		Funds Requested **			Funding
(List in Priority Order)		An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.		Amount	One-time	Ongoing	Approved
1.	Labor for Graduation Activities including the Transfer Ceremony, Commencement, and Nursing Pinning Ceremony	<p>The Event Services Commencement labor budget has not been augmented since Hilmer Lodge Stadium closed in 2016. The increased size and technical complexity of the new stadium requires significantly more overtime and hourly support from Event Services, AV Services, Broadcast Services, Grounds, Custodial, and Police & Campus Safety. Commencement week 2022 required 860 hours of overtime and hourly labor</p> <p>2023 Commencement Cost Estimate based on 2022 actual hours worked:</p> <p>Custodial OT Hours: 78.75 = \$4,095 Grounds OT Hours: 44.5 = \$2,275 Audio Visual OT Hours: 193.25 = \$11,800 Broadcast OT/Hourly Hours: 172.5 = \$10,230 Event Services OT/Hourly Hours: 332.25 = \$9,740 P&CS OT Hours: 39 = \$2,900</p> <p>Total: \$41,040 + \$4,104 [10% Contingency] = \$45,144</p> <p>2015 Commencement Labor Expenses: \$15,180.16</p> <p>\$29,964 Difference</p>		30,000.00 ONE TIME		X	
Account Number(s):		11000-900820-[231000/232000/236000]-645000-2100					

2.	Services for Graduation Activities including the Transfer Ceremony, Commencement, and Nursing Pinning Ceremony	<p>The Event Services Commencement budget has not been augmented since Hilmer Lodge Stadium closed in 2016. Contracted security, medical personnel, parking personnel, and additional sound reinforcement services are net new services needed for the new facility.</p> <p>Contracted Security: \$25,000 Medical Personnel: \$2,500 Parking Personnel: \$6,500 Sound Reinforcement: \$20,050</p>	54,050.00 ONE TIME		X	
	Account Number(s):	11000-900820-[561000/563000/589000]-645000				

****** *Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.*



Contemporary Services Corporation

17101 Superior Street | Northridge | CA | 91325

Online: www.csc-usa.com

Invoice

179961092

June 23, 2022

PO#:

San Bernardino

Client #: 079-0000053 Event #: 74761

Mt. SAC
1100 N. Grand Ave.
Walnut, California 91789
[Attn: Brandin Bowman](#)

REMIT TO:

Contemporary Services Corporation
PO Box 102355
Pasadena, CA 91189-2355

Phone: (818) 885-5150 Fax: (818) 885-0524

[Term: NET 10 Days 1-1/2% Added Monthly
on Unpaid Balance](#)

Description										Unit Rate			Amount
Crowd Management Services Provided For Mount Sac 2022 Graduations													
Role	No.	Time		Hours					REG	OT	DT		
	of Staff	Start	End	Shift	REG	OT	DT	Total					
1792601718 - Mt SAC Graduation Pre Coverage - 06/06/2022													
1	Overnight EQ Watch	8:00PM	8:00AM	12									
Security Guard		1	8:00 PM	8:00 AM	12.00	8.00	4.00	0.00	12.00	\$27.80	\$41.70	\$55.60	\$389.20
Description										Unit Rate			Amount
Crowd Management Services Provided For Mount Sac 2022 Graduations													
Role	No.	Time		Hours					REG	OT	DT		
	of Staff	Start	End	Shift	REG	OT	DT	Total					
1792601729 - Mt SAC Graduation - 06/07/2022													
1	tm chg was 3p Supervisor	4:30PM	9:30PM	5									
Supervisor		2	4:30 PM	9:30 PM	5.00	10.00	0.00	0.00	10.00	\$30.30	\$45.45	\$60.60	\$303.00
2	tm chg was 3p Main Call	4:30PM	9:30PM	5									
Security Guard		9	4:30 PM	9:00 PM	4.50	40.50	0.00	0.00	40.50	\$27.80	\$41.70	\$55.60	\$1,125.90
Security Guard		1	4:45 PM	9:00 PM	4.25	4.25	0.00	0.00	4.25	\$27.80	\$41.70	\$55.60	\$118.15



Contemporary Services Corporation

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Invoice

179961092

June 23, 2022

PO#:

San Bernardino

Client #: 079-0000053 Event #: 74761

Mt. SAC
1100 N. Grand Ave.
Walnut, California 91789
Attn: Brandin Bowman

REMIT TO:

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PO Box 102355
Pasadena, CA 91189-2355

Phone:(818) 885-5150 Fax:(818) 885-0524

Term: NET 10 Days 1-1/2% Added Monthly
on Unpaid Balance

Description										Unit Rate			Amount	
Crowd Management Services Provided For Mount Sac 2022 Graduations														
Role	No.	Time		Hours						REG	OT	DT		
	of Staff	Start	End	Shift	REG	OT	DT	Total						
1792601720 - Mt SAC Graduation Pre Coverage-6/7/2022 - 06/07/2022														
1	Overnight EQ Watch	8:00PM	8:00AM	12										
	Security Guard	1	8:00 PM	8:00 AM	12.00	8.00	4.00	0.00	12.00	\$27.80	\$41.70	\$55.60	\$389.20	
Description										Unit Rate			Amount	
Crowd Management Services Provided For Mount Sac 2022 Graduations														
Role	No.	Time		Hours						REG	OT	DT		
	of Staff	Start	End	Shift	REG	OT	DT	Total						
1792601721 - Mt SAC Graduation Pre Coverage-6/8/2022 - 06/08/2022														
1	Overnight EQ Watch	8:00PM	8:00AM	12										
	Security Guard	1	8:00 PM	8:00 AM	12.00	8.00	4.00	0.00	12.00	\$27.80	\$41.70	\$55.60	\$389.20	
Description										Unit Rate			Amount	
Crowd Management Services Provided For Mount Sac 2022 Graduations														
Role	No.	Time		Hours						REG	OT	DT		
	of Staff	Start	End	Shift	REG	OT	DT	Total						
1792601794 - Mt SAC Graduation-6/9/2022 - 06/09/2022														
1	tm chg was 3p Supervisor	4:30PM	9:30PM	5										
	Supervisor	2	4:30 PM	8:30 PM	4.00	8.00	0.00	0.00	8.00	\$30.30	\$45.45	\$60.60	\$242.40	



Contemporary Services Corporation

17101 Superior Street | Northridge | CA | 91325

Online: www.csc-usa.com

Invoice

179961092

June 23, 2022

PO#:

San Bernardino

Client #: 079-0000053 Event #: 74761

Mt. SAC
1100 N. Grand Ave.
Walnut, California 91789
Attn: [Brandin Bowman](#)

REMIT TO:

Contemporary Services Corporation
PO Box 102355
Pasadena, CA 91189-2355
Phone:(818) 885-5150 Fax:(818) 885-0524
Term: NET 10 Days 1-1/2% Added Monthly
on Unpaid Balance

Description										Unit Rate			Amount	
Crowd Management Services Provided For Mount Sac 2022 Graduations														
Role	No.	Time		Hours						REG	OT	DT		
	of Staff	Start	End	Shift	REG	OT	DT	Total						
1792601794 - Mt SAC Graduation-6/9/2022 - 06/09/2022														
2 tm chg was 3p Main Call		4:30PM	9:30PM	5										
Security Guard	9	4:30 PM	8:30 PM	4.00	36.00	0.00	0.00	36.00	\$27.80	\$41.70	\$55.60	\$1,000.80		
Description										Unit Rate			Amount	
Crowd Management Services Provided For Mount Sac 2022 Graduations														
Role	No.	Time		Hours						REG	OT	DT		
	of Staff	Start	End	Shift	REG	OT	DT	Total						
1792601722 - Mt SAC Graduation Pre Coverage-6/9/2022 - 06/09/2022														
1 Overnight EQ Watch		8:00PM	8:00AM	12										
Security Guard	1	8:00 PM	8:00 AM	12.00	8.00	4.00	0.00	12.00	\$27.80	\$41.70	\$55.60	\$389.20		
Description										Unit Rate			Amount	
Role	No.	Time		Hours						REG	OT	DT		
	of Staff	Start	End	Shift	REG	OT	DT	Total						
1792601741 - Mt SAC Graduation 2022 - 06/10/2022														
1 Manager		1:30PM	9:30PM	8										
Manager	1	1:30 PM	10:00 PM	8.50	8.00	0.50	0.00	8.50	\$37.20	\$55.80	\$74.40	\$325.50		
Manager	1	1:30 PM	10:15 PM	8.75	8.00	0.75	0.00	8.75	\$37.20	\$55.80	\$74.40	\$339.45		
2 Sign In and Logistics		1:30PM	9:30PM	8										
Security Guard	1	1:30 PM	10:00 PM	8.50	8.00	0.50	0.00	8.50	\$27.80	\$41.70	\$55.60	\$243.25		



Contemporary Services Corporation

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179961092

June 23, 2022

PO#:

San Bernardino

Client #: 079-0000053 Event #: 74761

Mt. SAC
1100 N. Grand Ave.
Walnut, California 91789
Attn: Brandin Bowman

REMIT TO:

Contemporary Services Corporation
PO Box 102355
Pasadena, CA 91189-2355

Phone:(818) 885-5150 Fax:(818) 885-0524

Term: NET 10 Days 1-1/2% Added Monthly
on Unpaid Balance

Description									Unit Rate			Amount
Role	No.	Time		Hours					REG	OT	DT	
	of Staff	Start	End	Shift	REG	OT	DT	Total				
1792601741 - Mt SAC Graduation 2022 - 06/10/2022												
Security Guard	1	1:30 PM	11:15 PM	9.75	8.00	1.75	0.00	9.75	\$27.80	\$41.70	\$55.60	\$295.38
3 Command Post		2:30PM	9:30PM	7								
Supervisor	1	2:30 PM	10:00 PM	7.50	7.50	0.00	0.00	7.50	\$30.30	\$45.45	\$60.60	\$227.25
4 WTMD Technicians DNS		2:30PM	9:30PM	7								
Supervisor	2	2:30 PM	11:15 PM	8.75	16.00	1.50	0.00	17.50	\$30.30	\$45.45	\$60.60	\$552.98
5 Supervisor		3:00PM	9:30PM	6.5								
Supervisor	10	3:00 PM	10:00 PM	7.00	70.00	0.00	0.00	70.00	\$30.30	\$45.45	\$60.60	\$2,121.00
6 Main Call Staff		3:00PM	9:30PM	6.5								
Security Guard	5	3:00 PM	9:45 PM	6.75	33.75	0.00	0.00	33.75	\$27.80	\$41.70	\$55.60	\$938.25
Event Staff	2	3:15 PM	10:00 PM	6.75	13.50	0.00	0.00	13.50	\$27.80	\$41.70	\$55.60	\$375.30
Security Guard	31	3:00 PM	10:00 PM	7.00	217.00	0.00	0.00	217.00	\$27.80	\$41.70	\$55.60	\$6,032.60
Event Staff	2	3:15 PM	3:30 PM	0.25	0.50	0.00	0.00	0.50	\$27.80	\$41.70	\$55.60	\$13.90
Security Guard	1	3:30 PM	9:45 PM	6.25	6.25	0.00	0.00	6.25	\$27.80	\$41.70	\$55.60	\$173.75
Security Guard	2	3:30 PM	10:00 PM	6.50	13.00	0.00	0.00	13.00	\$27.80	\$41.70	\$55.60	\$361.40
Security Guard	1	3:45 PM	5:15 PM	1.50	1.50	0.00	0.00	1.50	\$27.80	\$41.70	\$55.60	\$41.70
Security Guard	1	3:45 PM	10:00 PM	6.25	6.25	0.00	0.00	6.25	\$27.80	\$41.70	\$55.60	\$173.75
Security Guard	1	4:45 PM	10:00 PM	5.25	5.25	0.00	0.00	5.25	\$27.80	\$41.70	\$55.60	\$145.95
Security Guard	2	3:00 PM	11:15 PM	8.25	16.00	0.50	0.00	16.50	\$27.80	\$41.70	\$55.60	\$465.65
Security Guard	1	3:15 PM	10:00 PM	6.75	6.75	0.00	0.00	6.75	\$27.80	\$41.70	\$55.60	\$187.65
Security Guard	1	6:00 PM	10:00 PM	4.00	4.00	0.00	0.00	4.00	\$27.80	\$41.70	\$55.60	\$111.20
7 Bike Patrol		3:00PM	9:30PM	6.5								
Bike Patrol	3	3:00 PM	10:00 PM	7.00	21.00	0.00	0.00	21.00	\$30.30	\$45.45	\$60.60	\$636.30
Bike Patrol	1	3:00 PM	9:30 PM	6.50	6.50	0.00	0.00	6.50	\$30.30	\$45.45	\$60.60	\$196.95



Contemporary Services Corporation

17101 Superior Street | Northridge | CA | 91325

Online: www.csc-usa.com

Invoice

179961092

June 23, 2022

PO#:

San Bernardino

Client #: 079-0000053 Event #: 74761

Mt. SAC
1100 N. Grand Ave.
Walnut , California 91789
[Attn: Brandin Bowman](#)

REMIT TO:

Contemporary Services Corporation
PO Box 102355

Pasadena, CA 91189-2355

Phone:(818) 885-5150 Fax:(818) 885-0524

[Term: NET 10 Days 1-1/2% Added Monthly
on Unpaid Balance](#)

Description									Unit Rate			Amount
Role	No.	Time		Hours					REG	OT	DT	
	of Staff	Start	End	Shift	REG	OT	DT	Total				
1792602581 - Mt SAC Graduation-6/11/2022 - 06/11/2022												
1 Supervisor		2:00PM	6:30PM	4.5								
Supervisor	2	2:00 PM	6:00 PM	4.00	8.00	0.00	0.00	8.00	\$30.30	\$45.45	\$60.60	\$242.40
2 Main Call		2:00PM	6:30PM	4.5								
Security Guard	8	2:00 PM	6:00 PM	4.00	32.00	0.00	0.00	32.00	\$27.80	\$41.70	\$55.60	\$889.60



Contemporary Services Corporation

17101 Superior Street | Northridge | CA | 91325

Online: www.csc-usa.com

Invoice

179961092

June 23, 2022

PO#:

San Bernardino

Client #: 079-0000053 Event #: 74761

Mt. SAC
1100 N. Grand Ave.
Walnut, California 91789
Attn: [Brandin Bowman](#)

REMIT TO:

Contemporary Services Corporation

PO Box 102355

Pasadena, CA 91189-2355

Phone:(818) 885-5150 Fax:(818) 885-0524

Term: [NET 10 Days 1-1/2% Added Monthly](#)
on Unpaid Balance

Description										Unit Rate			Amount	
Role	No. of Staff	Time		Hours					REG	OT	DT			
		Start	End	Shift	REG	OT	DT	Total						
1792601731 - Mt SAC Graduation Post Coverage - 06/11/2022														
1 Overnight EQ Watch		10:00PM	8:00AM	10										
Security Guard		1	10:00 PM	8:00 AM	10.00	8.00	2.00	0.00	10.00	\$27.80	\$41.70	\$55.60	\$305.80	
												Subtotal :	\$19,744.00	
												Tax (0.0%):	\$0.00	
												Total(Labor):	\$19,744.00	
Item Qty	Item Name								Tax	Unit Rate		Amount		
12	WTMD Unit									\$250.00		\$3,000.00		
30	Radios									\$15.00		\$450.00		
1	WTMD (set up)									\$1,500.00		\$1,500.00		
												SubTotal:	\$4,950.00	
												Tax (0.00%):	\$0.00	
												Billable Item		
												Total:	\$4,950.00	
												Grand Total	\$24,694.00	

National Set Medics

575 S. Virginia Hills Dr. #1403
McKinney, TX 75070

Invoice

Job #	Date	Invoice #
6383	6/20/2022	22194

When Minutes Count... We are only Seconds Away!™

Bill To

Location

Mt San Antonio College
1100 N. Grand Ave.
Walnut, CA 91789

Your National Set Medic	Terms	Due Date	Prod. Dates	Project
Various	Net 15	7/5/2022	June 10, 2022	MSAC 6/2022 Commence...
Item	Description	Qty	Rate	Amount
Medic	Your Medic: Isaac Rodriguez Job# 6383: Job Name: MSAC 6/2022 Commencement Report Time: June 10, 2022 - 15:30 Release Time: June 10, 2022 - 21:45 Daily Report # 15447 : No. Band Aids were provided to patrons. They crew was a great crew. We spoke about how we can continue to work together in the future. This was a good working environment.	6.25	50.00	312.50
Medic	Your Medic: Jonathan Perry Job# 6383: Job Name: MSAC 6/2022 Commencement Report Time: June 10, 2022 - 15:30 Release Time: June 10, 2022 - 21:45 Daily Report # 15448 : Set medic Ice pack, bandaids, etc One pt report, Female weak and fatigue No special request or concerns Crew was great to work with	6.25	50.00	312.50
Medic	Your Medic: Robert Weiner Job# 6383: Job Name: MSAC 6/2022 Commencement Report Time: June 10, 2022 - 15:30 Release Time: June 10, 2022 - 21:45 Daily Report # 15449 : Arrived on scene at 1530 Met team members at 1535 Weather was extremely hot which negatively impacted a few guests including one patient i was dispatched for a 7 month pregnant female P2G1 Pt stated that she needed something to drink/eat. I provided her w apple juice and chips and arranged for her to walk for diploma prior to her scheduled time. Pt stated she felt better Provided bandaids to four women for "cruel shoe-itis" Released at 2145	6.25	50.00	312.50
Total				
Payments/Credits				
Balance Due				

Be sure to use National Set Medics for all your productions nationwide!

8447386334

billing@nationalsetmedics.com

www.NationalSetMedics.com

National Set Medics

575 S. Virginia Hills Dr. #1403
McKinney, TX 75070

Invoice

Job #	Date	Invoice #
6383	6/20/2022	22194

When Minutes Count... We are only Seconds Away!™

Bill To

Location

Mt San Antonio College
1100 N. Grand Ave.
Walnut, CA 91789

Your National Set Medic	Terms	Due Date	Prod. Dates	Project
Various	Net 15	7/5/2022	June 10, 2022	MSAC 6/2022 Commence...
Item	Description	Qty	Rate	Amount
Medic	<p>Your Medic: Paul Uhl Job# 6383: Job Name: MSAC 6/2022 Commencement Report Time: June 10, 2022 - 15:30 Release Time: June 10, 2022 - 21:45 Daily Report # 15450 : Paul Uhl reported to Mt. SAC at 16:00 where I met with Jonathan. Our first call came at 18:05, which resulted in care for heat exhaustion. PCR is attached. Other miscellaneous calls included handing out band-aides, liquid ivâ€™s and an ice pack. We were released from our duty at 21:45.</p> <p>The crew worked very well together! Jonathan handled the crew as a team leader in a very professional manner! I enjoyed every second working with the team! I felt very confident with any call sent our way knowing I had a solid team backing me!</p> <p>The materials I handed out were about ten bandaides (sizes varied from small to large), two liquid iv hydration packets, and an ice pack.</p>	6.25	50.00	312.50

Total

Payments/Credits

Balance Due

Be sure to use National Set Medics for all your productions nationwide!

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billing@nationalsetmedics.com

www.NationalSetMedics.com

National Set Medics

575 S. Virginia Hills Dr. #1403
McKinney, TX 75070

Invoice

Job #	Date	Invoice #
6383	6/20/2022	22194

When Minutes Count... We are only Seconds Away!™

Bill To

Location

Mt San Antonio College
1100 N. Grand Ave.
Walnut, CA 91789

Your National Set Medic	Terms	Due Date	Prod. Dates	Project
Various	Net 15	7/5/2022	June 10, 2022	MSAC 6/2022 Commence...
Item	Description	Qty	Rate	Amount
Medic	Your Medic: Noel Middleton Job# 6383: Job Name: MSAC 6/2022 Commencement Report Time: June 10, 2022 - 15:30 Release Time: June 10, 2022 - 21:45 Daily Report # 15451 : Arrived 15:30 15:45 Assigned to Team 1 aid station with Medics Uhl and Perry. 16:05 responded to report of semi conscious elderly woman in stands. Treated for heat injury with fluids/ electrolytes. PCR turned in by medic Perry. Dispensed multiple band aids for blister type complaints throughout event. 21:30 cleaned and organized Aid tent. 21:45 checked out with Mt. Sac medical and departed event	6.25	50.00	312.50
Medic	Your Medic: Demi Garcia Job# 6383: Job Name: MSAC 6/2022 Commencement Report Time: June 10, 2022 - 15:30 Release Time: June 10, 2022 - 21:45 Daily Report # 15463 : No services were provided, no patient report or special comments.	6.25	50.00	312.50
Kit	BLS Kit	6	50.00	300.00

We appreciate your business. Late payments will be charged 1.5 percent per month or 18 percent per year. Rates billed per National Set Medics Term and Conditions as found on

Total \$2,175.00

Payments/Credits \$0.00

Balance Due \$2,175.00

Be sure to use National Set Medics for all your productions nationwide!

8447386334

billing@nationalsetmedics.com

www.NationalSetMedics.com

Alvaron Entertainment & Events, Inc

Event Staffing *Preliminary* Invoice – Mt. SAC College
Invoice # 2023-003

Friday, June 9, 2023 – Mt. SAC College Graduation

Main Parking Lot

12 Staff – 3 p.m. – 9 p.m. = 72.0 hrs
2 Supervisors – 2 p.m. – 9 p.m. = 14.0 hrs

Upper Parking Lot

8 Staff – 3 p.m. – 8 p.m. = 40.0 hrs
1 Supervisor – 2 p.m. – 9 p.m. = 7.0 hrs

VIP/Faculty Structure

8 Staff – 2 p.m. – 8 p.m. = 48.0 hrs
1 Supervisor – 2 p.m. – 8 p.m. = 6.0 hrs

Screening Staff for Structure by Baseball Field

6 Staff – 3 p.m. – 8 p.m. = 30.0 hrs
1 Supervisor – 2 p.m. – 8 p.m. = 6.0 hrs

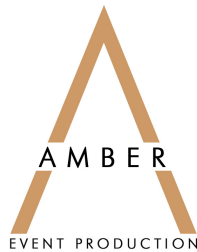
Total Labor Hours: 223.0 hours

Rate Per Hour: \$27.00

Total Labor Cost: \$6,244.00

Scheduling/Set Up Fee - \$200.00

Total Balance Due: \$6,444.00



Confidential Commencement Ceremony Production Proposal for Mt. SAC

Mt. SAC Commencement Ceremony
Pomona College: Marston Quadrangle
333 North College Way
Claremont, CA 91711

Installation Start: **Friday June 09, 2023 12:00 PM**
Event Start: **Friday June 09, 2023 12:00 PM**
Event End: **Friday June 09, 2023 5:00 PM**
Removal Completion: **Friday June 09, 2023 5:00 PM**

AUDIO: Reinforcement

(28) Line Array Loudspeaker | \$300.00 Each | Line array loudspeakers, when used in clusters, allow for further reach and more coverage uniformity. Service includes loudspeaker, floor stand and amplification. \$8,400.00
Notes: 7 Stacks of 4; Ground Support

(7) Performance Subwoofer | \$400.00 Each | High output subwoofer system. Service includes subwoofer, amplification and basic signal processing. \$2,800.00

AUDIO SUBTOTAL:	\$11,200.00
------------------------	--------------------

POWER: Electrical

(1) Cable Package | \$2400.00 Each | Includes all cables, expendables and dimming units \$2,400.00
Notes: Includes 12x 100ft of power and XLR cables

POWER SUBTOTAL:	\$2,400.00
------------------------	-------------------

LOGISTICS: Production

(1) Pre-Production, Installation and Removal | \$5250.00 Each | \$5,250.00

LOGISTICS: Delivery

(1) Delivery and Pickup - Truck | \$1200.00 Each | Roundtrip delivery and pickup of equipment to and from event location. \$1,200.00

LOGISTICS SUBTOTAL:	\$6,450.00
----------------------------	-------------------

MT. SAC COMMENCEMENT CEREMONY TOTAL:	\$20,050.00
---	--------------------

Commencement Ceremony Production Proposal Summary

MT. SAC COMMENCEMENT CEREMONY

\$20,050.00

Notes:

ACCEPTANCE OF PROPOSAL: To accept this commencement ceremony production proposal, please contact your sales representative, Amber Lu, so that our service contract can be sent to you. A deposit of \$10,025.00 and the receipt of your signed contract will be required to secure services for your event. Your final balance of \$10,025.00 will be due no later than 14 calendar days prior to your event's installation date.

CONFIDENTIALITY NOTICE: This proposal summary contains privileged and confidential information and is intended only for the use of the specific individual (s) to whom it is addressed. If you are not an intended recipient of this proposal summary, you are hereby notified that any unauthorized use, dissemination or copying of this proposal summary or the information contained in it or attached to it is strictly prohibited. If you have received this proposal summary in error, please delete it and immediately notify the sender.

Grand Total

\$20,050.00