



Meeting Management Proposal

Town of Trophy Club, Texas

EXECUTIVE DESCRIPTION

This proposal represents a retainer pricing model to reflect services offered by Five Stone Creative to meet the needs of the Town of Trophy Club. The model of compensation and deliverables shown below is our best projection as to the work required by Trophy Club. The effective dates of this contract are October 1, 2022 - September 30, 2023. We believe that a retainer model would be the best opportunity to serve the ongoing needs of the town and allow for easy and accurate budgeting.

COUNCIL CHAMBERS TECHNICAL MANAGEMENT: PROJECTED COST - \$2,250 per month

Note: this rate is based around the execution of the video content contract. Should the video contract not be approved by the necessary parties, this rate would increase to \$2,700 per month.

Monthly cost to technically manage all meetings within the council chambers:

- Record and stream all Town Council meetings (Based on estimated 20-22 meetings per year, 2 Technicians per meeting)
- Record all city meetings held in council chambers (Based on estimated 20-26 meetings per year, 1 Technician per meeting)
- Organize, convert, and distribute final recording files of all meetings in YouTube-ready format
- Manage and maintain all council chambers technology including:
 - In-room microphones and sound reinforcement system
 - In-room monitors
 - In-room Ipad system
 - Live switching and streaming system
 - Recording system
- Meeting room management
 - Consulting and management of Town relationship with Electro Acoustics and VersaTrust
 - On-site consultant present to assess and test during any technical work being performed in the room
 - Organization and storage of equipment in the control room (FSC requests exclusive access to control room)
 - Consult with staff as needed for changes, improvements, and maintenance costs related to technical performance of equipment in council chambers



- Communication with Town staff regarding meeting schedules as well as any/all matters related to technology in Council chambers. (FSC requests 45 day minimum notice for adding or changing meeting dates)
- Provide detailed instructions to record meetings on the rare occasions when FSC technician is unavailable due to last minute schedule changes by the city.

LEGAL AGREEMENT

Five Stone Creative is dedicated to providing the highest level services and materials and commits to performing professionally and completely. In the event that a representative of Five Stone Creative deems a scenario as unsafe or unfit, we reserve the right to adjust or cancel the services provided in order to preserve the safety of talent, crew, and equipment. This includes health-related risks as it relates to COVID-19 or other medical issues. Five Stone Creative is limited to providing safe and functioning equipment per industry standards. The Town of Trophy Club agree to protect, hold harmless, and indemnify Five Stone Creative for and with respect to any loss, cost, damage, or expense (including, but not limited to, attorneys' fees, court costs, and costs of investigation) incurred by reason of the death of, or injury to, any person(s) or by reason of damage to any and all property (real, personal, or mixed) belonging to any person(s), provided and only to the extent that such death, injury, or property damage shall have arisen out of or resulted from the negligence or intentional misconduct of the Town of Trophy Club or their associates.

Likewise, Five Stone Creative agrees to protect, hold harmless, and indemnify the Town of Trophy Club for and with respect to any loss, cost, damage, or expense (including, but not limited to, attorneys' fees, court costs, and costs of investigation) incurred by reason of the death of, or injury to, any person(s) or by reason of damage to any and all property (real, personal, or mixed) belonging to any person(s), provided and only to the extent that such death, injury, or property damage shall have arisen out of or resulted from the negligence or intentional misconduct of Five Stone Creative or their associates.

RENEWAL OPTION

This agreement can be renewed for up to 2 additional years with not more than 15% cost increase per year.

RETAINER COMPENSATION MODEL

Upon the commencement of this agreement, Trophy Club would issue a check or electronic payment on the 1st of each month from October 2022 through September of 2023 in the amount of \$2,250.



To accept this agreement, please sign below:

Name

Date