

WELI Event Interludes – Quote Template

Quote number: [WW-YYYY-###]

Date issued: [date]

Valid until: [date]

Prepared for: [organisation / contact]

Event: [event name]

Event date / venue: [date, city, venue]

Recommended scope

Recommended format: [Opening / Mid-Programme Reset / Closing / Keynote / Workshop / Bespoke]

Duration: [minutes]

Audience: [size, audience type]

Programme purpose: [what this moment should change]

Included

- [planning call or briefing]
- [creative adaptation to audience and theme]
- [live delivery by WELI]
- [technical coordination]
- [arrival, delivery and pack-down]
- [agreed accessibility / participation adjustments]

Investment

Item	Amount (AUD)
Professional fee	A\$[]
Travel / accommodation	A\$[]
Additional production / collaborators	A\$[]
GST, if applicable	A\$[]
Total	A\$[]

Planning guide: short interludes generally begin from A\$1,500. This quote is based on the scope above and is not a confirmation until accepted in writing.

Optional additions

- Additional rehearsal: A\$[]
- Original music or substantial custom research: A\$[]
- Additional performer(s): A\$[]
- Video / photography: A\$[]
- Additional session or workshop: A\$[]

Proposed process

1. Client accepts the scope and quote in writing.
2. Booking terms are issued.
3. Required deposit: [percentage / amount] due by [date].
4. Date is confirmed when written terms and payment are received.
5. Technical and production briefing occurs by [date].
6. Final balance is due [timing].

Assumptions and exclusions

- Venue, PA, microphone and standard technical support are supplied by the organiser unless stated otherwise.
- Travel assumptions are based on [location / route].
- Changes to date, audience, location, duration or scope may change the quote.
- Cancellation, postponement, force majeure, recording and content-approval terms are governed by the booking agreement.
- This document is a quote, not a tax invoice.

Acceptance

Please reply in writing with approval of the scope and quote. WildWooHoo will then issue the booking terms and payment instructions.

WildWooHoo

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<https://wildwoohoo.com/event-interludes/>