

Tentative Alumni Conference Budget

The budget for the alumni conference, as detailed in the table below, includes the costs of essential equipment and travel expenses. These exclusively cover the costs of videography equipment and related expenses.

Equipment name	Source	Expected rental cost
Video camera (3)	Can be rented from ADMTC	$2500 \times 3 = 7,500$
Tripod (3)	Can be rented from ADMTC	$500 \times 3 = 1,500$
Video mixer	Can be rented from ADMTC	3,000
Capture card	Can be rented from ADMTC	2000
Coaxial cable	Can be rented from ADMTC	200
Charger	Can be rented from ADMTC	$100 \times 3 = 300$
Power cable	Can be rented from ADMTC	300
Splitter (optional)	Can be rented from ADMTC	1000
Converter (optional)	Can be rented from ADMTC	1500
Transmitter (optional)	To be rented separately	4000
Gimble (optional)	To be rented separately	5500

Transportation Expenses

- Covers travel costs associated with transporting equipment to and from the conference venue.

Budget Efficiency

Since core equipment, including cameras, tripods, video mixer, capture card, coaxial cable, chargers, power cables, splitter, and converter, can be rented directly from **ADMTC**, the total budget can be significantly reduced. Only optional items like the gimble and transmitter may need to be sourced externally if required.

Budget Allocation

- **Estimate:** 26,800 SLR
- **Potential Savings:** By leveraging ADMTC rentals, the final cost is expected to decrease, ensuring a more cost-effective solution for high-quality video coverage of the alumni conference.