



## Accessing support from Team BA for your creative media projects and events

### Background:

The Community Rail Network and Team BA partnership will provide members with in-kind, expert advice and support with their creative media projects and event delivery. Furthermore, discounted rates are available to Community Rail Network members for staff time and event kit hire. Team BA have committed a maximum of 50 hours of support to members over a 12-month period (1 February 2024 to 31 January 2025).

### Team BA can offer help and advice to Community Rail Network members in the following ways:

Support	Overview	Estimated time frames
Consultancy	Sharing ideas in a workshop environment with groups about how they can promote themselves or their projects.	2-4 hours
Audio and visuals hire	The audio and visuals for a small-scale event with a couple of mics, speakers and a projector/TV.	10 hours
Promoting an event	Producing social media resources to promote an event.	10 hours
Photographer for an event	Capturing photos from an event.	10 hours
Sign-up admin for an event	Providing the sign-up facilities for people to register and buy tickets for an event.	20 hours
Recording an event	Producing a full length recording of an event.	30 hours
Filming	Producing a short film for a group.	20 – 30 hours

Important note: To distribute the 50 hours across multiple members, the number of pro-bono hours allocated to individual member groups may be limited. However, members can also use their own funds and/or apply to the Community Rail Development Fund (CRDF), Small Grants Fund (England), and other grant funds to supplement additional charges. Your Support and Development team lead can provide advice and guidance on this.

### Discounted rates and kit hire (full details at end of document):

- Event management and creative time (such as time to film and record videos) discounted by 20%
- A selection of smaller AV kit discounted by 100%\*
- A few larger packages of AV kit discounted by 50%\*

*\* Operating charges may still apply, depending on the allocation of any pro-bono support hours.*

### Potential restrictions:

Team BA is based in Birmingham. Pro-bono member support that requires travel (e.g. event delivery; filming; photography, kit hire etc) will need to meet two rules:

- Travel considerations: The 'there and back in a day' requirement; and
- Re. AV Kit: 'Can it fit in a car' rule.

In essence, Team BA must be able to comfortably travel to the location; carry out the work; and travel back within the working day. If this isn't possible, then pro-bono support is unfeasible due to the significant amount



of extra hours that would be required for travel, overnight stays and the additional expenditure related to this. Similarly, if large items of kit were required (e.g. staging) then this would occur additional costs as van hire would be necessary.

Please note that Team BA can deliver services at locations all around the UK and can price up the cost of these service (with relevant discounts in place) if members are interested in receiving a quote. However, due to the limited number of free hours (50) extensive travel under pro-bono work would not be feasible.

To access support the requesting group must be an up-to-date Community Rail Network member. Please read the below information outlining how support can be accessed and the steps that will follow. Please contact your [Support and Development lead](#) should you have any questions.

#### Requesting support from Team BA:

- **Members must request Team BA support via their regional Community Rail Support Officer (within the Support & Development team).** If members are unsure who their team lead is, they should check here: <https://communityrail.org.uk/about-us/our-team-and-board/>.
- Your Community Rail Support Officer will discuss your project and your needs, advising you on the most appropriate point to access Team BA support.
- Once it has been determined the project is at an appropriate point to request Team BA support, your Community Rail Support Officer will email Team BA outlining the details and requesting an initial exploratory meeting between the member, Team BA and Community Rail Network.

#### Review by Team BA of member project/event and viability of support:

- Following receipt of the email, Team BA will respond directly to Community Rail Network to either: (i) confirm that a meeting should be set up; (ii) request additional information; (iii) decline support, outlining reasons (e.g. outside of their scope to assist; limited project hours left etc).
- Your Community Rail Support Officer will let you know the details of the response and help action the next steps. In cases where support is being explored an initial, one-hour, meeting will be arranged by the Community Rail Support Officer.
- The meeting will provide the member group and Team BA opportunity to further discuss the project / event and determine what support might be viable and most beneficial to the member group; and to the project / event success.

#### Next steps: Confirmation (or refusal) of Team BA support:

- After the exploratory meeting, Team BA will confirm with the Community Rail Support Officer whether support is viable or not. Several factors may affect this such as, the likelihood of the type of support required project success and the remaining number of 'support hours' available etc.
- It could be that support includes a mixture of pro-bono (free) support; some paid/discount staff support; and some free/discount kit hire.
- In cases where it becomes apparent support is not viable, Team BA will try to discuss this in the meeting (if possible) or will liaise with the Community Rail Support Officer after the meeting once a decision has been made. A short email summary will be provided to the member outlining the reasons for this decision.



- In cases where support is viable, a commissioning process will start which will include the following steps:
  - o Team BA will complete a 'agreement order' outlining an agreed allocation of hours to that member and for what area/s of support.
  - o If there are any costed elements of support these will be priced up and a quote provided.
  - o This agreement order will be circulated to the member for review and agreement.

*By carrying out this process, expectations can be managed on both sides. Team BA will also be able to carefully track the number of hours used supporting the member against the agreed allocation. It also enables both Community Rail Network and Team BA to fairly manage and allocate the 50 hours of support across multiple members.*

#### Provision of support:

- Once the agreement order has been signed off, Team BA will work directly with the member group to provide the agreed support. Community Rail Network (via the Community Rail Support Officer) should be kept up to date by being copied into relevant emails / invited to relevant meetings.
- Team BA will keep the member group up to date about when the support is coming to an end in line with their hour allocation and usage.
- If the member group still requires further advice/support after the allocated hours have been used, a review meeting *may* be arranged to consider if additional hours are available. *NB. External factors will likely impact this decision, such as remaining hours available and other members requiring support.*

Details of Team BA discounts (kit hire & staff costs):

## Helping the community

**We are delighted and excited about the potential of offering 50 hours of free time to members of the Community Rail Network. Once all 50 hours are utilised we have a series of discounted rates for members for event management, creative services and AV hire.**

## Event management and creative

We are offering a 20% discount on our event management and creative services:

Item	Standard Price	Discounted Price
Event management day rate	£500.00 + VAT	£400.00 + VAT
Filming and editing day rate	£500.00 + VAT	£400.00 + VAT
AV technicians for small events	£1,000.00 + VAT	£800.00 + VAT



## AV kit hire (free)

We are offering free kit hire on the following packages meaning groups only pay for the AV technicians at a discounted rate of £800.00 + VAT.

Item	Standard Price	Discounted Price
Analogue audio mixer and 2 speaker PA system	£400.00 + VAT	£0.00
2 wireless microphones system	£100.00 + VAT	£0.00
Lectern and lectern mic	£150.00 + VAT	£0.00

## AV kit hire (discounted)

We are offering a 50% discount on the following packages.

Item	Standard Price	Discounted Price
Digital audio mixer and 4-6 speaker PA system	£1,100.00 + VAT	£550.00 + VAT
Projector, screen and video mixer package	£350.00 + VAT	£175.00 + VAT
75" TVs and video mixer package	£700.00 + VAT	£350.00 + VAT
Venue lighting package	£300.00 + VAT	£150.00 + VAT
2 metre x 2 metre staging package and step	£375.00 + VAT	£187.50 + VAT