

RICHARM CREATIVE HUB

EVENTS & MULTIMEDIA

Services & Fees Handbook

2026/2027 Edition

One trusted partner. Complete event and media solutions.

Events	Venue rental, planning and production
Media	Photography, video, livestreaming and post-production
Location	Abloradjei, Ashongman, Accra

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Welcome to Richarm Events & Media

Richarm Creative Hub combines event facilities, planning expertise and multimedia production in one integrated service. Clients can book only the space they need, add professional management, or engage Richarm as a single coordinating partner from concept to final media delivery.

Brand promise: Your Occasion. Our Expertise. Your Story. Our Creativity.

What this handbook covers

- Venue and facility hire
- Event planning, coordination and technical production
- Photography, videography and livestreaming
- Interview, podcast and show production
- Editing, graphic design and recurring content services
- Booking, payment, cancellation, delivery and client responsibilities

How to read the fees

All amounts are in Ghana cedis (GH¢). “From” prices are starting estimates based on a standard brief. Final quotations reflect date, duration, guest count, crew, equipment, travel, power, internet, creative complexity and third-party supplier costs. Confirm availability and receive a written quotation before payment.

1. Event spaces and venue hire

Venue hire supports meetings, workshops, launches, private celebrations, productions, sports activities and community events. Capacity, layout, furniture and permitted activities are confirmed during inspection.

Space	Duration	Fee (GH¢)	Standard inclusion
Meeting/classroom	Up to 4 hours	1,200	Seating, basic power and cleaning
Meeting/classroom	Up to 8 hours	2,000	Seating, basic power and cleaning
Large hall	Up to 4 hours	3,500	Hall, standard seating and cleaning
Large hall	Up to 8 hours	5,500	Hall, standard seating and cleaning
Outdoor event grounds	Up to 8 hours	4,000	Prepared grounds and cleaning
Poolside event area	Up to 6 hours	3,500	Event area only; swimming quoted separately
Football field / sports grounds	Up to 6 hours	3,000	Field access and basic preparation
Full facility combination	Up to 8 hours	From 9,500	Final price follows inspection and guest plan

Venue conditions

- A refundable damage/security deposit may be required after inspection and risk assessment.
- Set-up and breakdown must occur within booked hours unless extra access is purchased.
- Décor, catering, security, ushers, generators, special cleaning and external equipment are not included unless stated.
- Noise, crowd, pool, sports and child-safeguarding arrangements must be approved in advance.
- Final guest capacity depends on the selected layout, emergency access and facility assessment.

2. Event planning and management

Choose the level of support that matches your team, event complexity and budget.

Service tier	Starting fee (GH¢)	What Richarm provides
Venue Rental	From 1,200	Space, agreed furniture, power access, pre-event inspection and post-event cleaning. Client manages programme and vendors.
Managed Event	From 7,500	Planning meeting, run sheet, vendor coordination, venue supervision, event-day manager and two support staff. Venue and suppliers priced separately.
Full-Service Event	From 15,000	Concept, planning, budget control, production schedule, vendor management, technical coordination, guest-flow plan and full event-day management. Third-party costs added to quote.

Management fee method

For supplier-heavy assignments, event management may be priced at 12% of the approved third-party event budget for Managed Events (minimum GH¢3,500) or 15% for Full-Service Events (minimum GH¢6,000). Richarm will use either an agreed fixed fee or a percentage fee—not both—unless the quotation clearly separates different workstreams.

Typical event categories

- Conferences, seminars, workshops and training programmes
- Product launches, exhibitions, award events and corporate receptions
- Private celebrations, memorial gatherings and community programmes
- School, youth, sports, arts and entertainment activities
- Recorded or livestreamed public conversations and media events

3. Ready-made event packages

Package	Scale	Fee (GH¢)	Included
Meeting Essentials	Up to 40 people / 4 hours	4,500	Meeting room, seating, projector, registration table, water station and on-site support
Training Day	Up to 50 people / 8 hours	7,500	Room, seating, projector, PA, two microphones, registration support and event supervisor
Corporate Event	Up to 100 people / 6 hours	From 12,500	Large hall, standard seating, PA, basic stage lighting, event manager and two support staff
Content Launch	Up to 80 people / 5 hours	From 16,500	Venue, event management, PA, photography, short highlight video and branded screen graphics
Community Production	Custom	From 18,000	Planning, venue/grounds, technical production, photo/video coverage and delivery package
Important: Catering, elaborate décor, performer fees, permits, special security, transport, accommodation and major equipment rentals are quoted separately.			

4. Photography services

Professional photography for people, organisations, products, facilities and live events. Standard delivery is by secure digital link.

Service	Coverage	Fee (GH¢)	Deliverables
Professional headshot	1 person / 30 minutes	600	3 retouched images
Portrait session	Up to 90 minutes	1,200	10 retouched images
Team headshots	Up to 10 people	2,500	1 retouched image per person
Product photography	Up to 10 simple products	1,800	2 edited angles per product
Event photography - short	Up to 4 hours	2,800	80+ edited photographs
Event photography - full day	Up to 8 hours	4,500	150+ edited photographs
Corporate photo story	Up to 6 hours	4,000	120+ images and 15 priority selects

Photography standards

- Standard event galleries are delivered within 7-10 working days.
- The photographer selects and edits the strongest images; unedited files are not normally supplied.
- One reasonable correction round is included for portrait and product selections.
- Printing, albums, frames, advanced retouching, location fees, models, styling and props are quoted separately.

5. Videography and video production

Video services range from straightforward event documentation to planned corporate stories and promotional productions.

Service	Coverage/output	Fee (GH¢)	Standard inclusion
Event videography - short	Up to 4 hours	3,800	One camera; 2-4 minute highlight
Event videography - full day	Up to 8 hours	6,500	One camera; 4-7 minute highlight
Photo + video - short	Up to 4 hours	5,800	Photographer, videographer and highlight
Photo + video - full day	Up to 8 hours	9,500	Two-person crew, edited gallery and highlight
Corporate profile video	Up to 3 minutes	From 7,500	Planning, one shoot day, edit, graphics and two revisions
Promo / advert video	30-60 seconds	From 4,500	Concept, half-day shoot, edit and basic motion titles
Testimonial video	One subject	2,500	Interview setup, edit, captions and logo treatment

Standard production process

1. Brief and objective confirmation
2. Creative/technical plan and schedule
3. Production with the agreed crew and equipment
4. Editing, sound balance, colour correction and basic branded graphics
5. Client review through the included revision round(s)
6. Final digital delivery in agreed formats

6. Livestreaming and technical production

Livestream services are designed for interviews, conferences, worship and community programmes, launches and hybrid events. Every stream is subject to a venue and network test.

Package / item	Duration	Fee (GH¢)	Inclusion
Single-camera stream	Up to 3 hours	3,500	One platform, operator, basic audio feed
Two-camera stream	Up to 4 hours	6,500	Switching, titles, recording and one platform
Three-camera production	Up to 5 hours	9,500	Director, switching, graphics, recording and two platforms
Additional streaming hour	Per hour	800	Applies after package duration
Dedicated internet backup	Per event	From 700	Subject to network test and data requirement

Technical notes

- The client must provide authorised access to destination pages or channels before testing.
- Platform interruptions, nationwide outages and failures outside Richarm's control are not guaranteed against.
- A local programme recording is recommended and included where specified.
- Special LED screens, complex sound reinforcement, interpretation, remote guests and bonded internet are custom-quoted.

7. Interview, podcast and show production

Richarm can record one-off interviews or support a repeatable programme format for organisations, experts, creators and public-interest shows.

Service	Scope	Fee (GH¢)	Included
Interview recording only	Up to 2 hours	1,500	One camera, two microphones, basic lights, raw files
Interview episode package	Up to 45-minute final	3,200	Two cameras, clean audio, edit, titles and one revision
Podcast audio recording	Up to 90 minutes	900	Two microphones, engineer and WAV delivery
Video podcast package	Up to 45-minute final	2,800	Two cameras, audio, edit, titles and one revision
Three-episode production block	Three episodes	7,500	Recording and editing; same set and format
Show pilot development	One pilot	From 6,000	Format consultation, run sheet, recording, edit and review

Client preparation

- Confirm the topic, presenter, guest, pronunciation, recording length and intended audience.
- Provide approved logos, title spellings, music rights and calls to action before editing.
- Secure participant consent and any location or material permissions.
- Arrive at least 30 minutes before the booking for sound, framing and microphone checks.

8. Editing and post-production

Post-production fees assume properly labelled, accessible source files with a clear brief. Disorganised, corrupted or very large projects may require an ingestion and preparation fee.

Service	Unit	Fee (GH¢)	Included
Short-form edit	Up to 90 seconds	650	Basic edit, music, titles and captions
Interview edit	Up to 30 minutes	1,500	Clean cuts, audio balance, colour, logo and titles
Long interview edit	31-60 minutes	2,500	Clean cuts, audio balance, colour, logo and titles
Event highlight edit	2-5 minutes	1,500	From organised client-supplied footage
Audio cleanup and mastering	Up to 60 minutes	600	Noise reduction, level balance and WAV/MP3
Subtitles / captions	Per finished minute	25	English transcription and burned-in captions
Motion title / lower-third set	Up to 5 templates	900	Branded reusable graphics
Extra revision round	Per round	300	After included revisions

Delivery targets

- Short-form edits: 3-5 working days
- Interview and podcast edits: 5-10 working days
- Event highlights: 7-14 working days
- Corporate and promotional productions: timeline agreed after script and production plan
- Delivery time begins after all files, copy, logos and approvals have been received

9. Graphic design and content services

Design and recurring content packages help organisations maintain a consistent public presence. Paid advertising spend and community management are not included unless quoted.

Service	Unit	Fee (GH¢)	Included
Social media flyer	One concept	300	One final size and one revision
Flyer campaign set	Four related designs	1,000	Four designs and one revision round
Event programme / brochure	Up to 8 pages	From 1,200	Design only; print quoted separately
Logo starter package	One selected direction	1,800	Logo, colour palette and basic usage sheet
Monthly content starter	8 designs + 2 reels	2,800	Client supplies approved copy and assets
Monthly content growth	12 designs + 4 reels	4,800	Content plan and monthly report included
Monthly content partner	16 designs + 8 reels	7,500	Planning, production day and monthly report

Content package rules

- Monthly retainers are paid before the production month begins.
- Unused monthly outputs do not automatically roll over.
- The client remains responsible for final factual, legal and brand approval.
- Additional filming days, presenters, locations, paid media, extensive copywriting and animation are quoted separately.

10. Event and media bundles

Bundle	Fee (GH¢)	Outcome
Event Visibility	5,500	Up to 4 hours photography, 30 priority photos within 48 hours and one social recap design
Event Story	8,500	Up to 4 hours photo + video, 80+ photos, 2-3 minute highlight and two social clips
Event Live	10,500	Two-camera livestream up to 4 hours, local recording, branded titles and 30 edited photographs
Executive Conversation	4,500	Two-camera interview, edited episode up to 45 minutes, audio master, thumbnail and two clips
Campaign Launch	From 18,500	Event coordination, venue, PA, photo/video, highlight, four designs and four short clips

Custom combinations

Services may be combined into a single written quotation. Bundle savings apply only to work confirmed and paid together, delivered within the agreed production period, and based on one approved brief.

11. Add-ons and variable charges

Add-on	Unit	Fee (GH¢)
Additional photographer or videographer	Per 4 hours	1,500
Additional camera operator	Per 4 hours	1,800
Public-address system	Per event	From 1,500
Projector and screen	Per day	900
Basic stage lighting	Per event	From 1,500
Generator / backup power	Per event	Quoted
Travel outside Greater Accra	Per assignment	Quoted
Overtime - crew	Per person/hour	300
Express delivery within 48 hours	Surcharge	30%
Raw footage transfer	Per project	500 + storage

Third-party expenses

Catering, décor, printing, accommodation, transport, permits, performers, security, internet/data, specialist crew and hired equipment are charged at approved supplier cost plus any coordination fee shown in the quotation. No third-party commitment is made until the required client funds have cleared.

12. Booking, payment and cancellation

Booking process

1. Submit a brief with date, location, times, audience/guest count and required outputs.
2. Complete a site inspection or production consultation where required.
3. Receive and approve the written quotation, scope, timeline and responsibilities.
4. Pay the stated booking deposit and receive confirmation.
5. Provide final programme, copy, logos, access details and named approver by the deadline.

Payment terms

- Standard booking deposit: 60% of the approved quotation.
- The balance is due no later than three working days before the event or production date unless credit terms are approved in writing.
- Projects below GH¢1,000 and express assignments are normally paid in full before work begins.
- Supplier commitments, travel and special equipment may require full advance funding.
- Work outside the approved scope requires a written variation and additional payment.

Cancellation and rescheduling

- More than 21 days before service: payments may be transferred once to an available date, less committed costs and a 10% administration fee.
- 8-21 days before service: up to 50% of uncommitted professional fees may be refundable; committed third-party costs remain payable.
- 7 days or fewer before service: booking payments are non-refundable, though Richarm may offer a reschedule credit at its discretion.
- Weather-sensitive outdoor work is rescheduled according to the written production plan; indoor alternatives should be agreed in advance.

13. Revisions, files and usage

Revisions and approval

- A revision means adjustments within the approved concept and brief—not a new concept, script or production direction.
- Consolidated feedback must be sent by the named client approver.
- Feedback received after five working days may move the delivery schedule.
- Silence does not constitute approval; however, delayed feedback may trigger project storage or restart charges.

File retention and handover

- Final approved files are retained for at least 30 days after delivery.
- Source files, raw footage, editable project files and unused images are excluded unless purchased or stated in the quotation.
- Clients should download, check and securely back up delivered files before the retention period ends.
- Long-term archiving may be arranged for an annual storage fee.

Client usage and permissions

The client must obtain permission for people, locations, music, artwork, trademarks, speeches and other supplied materials. Usage rights for final deliverables are defined in the approved quotation. Richarm may request written permission before featuring completed work in its portfolio.

14. Client briefing checklist

- Event/project title and purpose
- Date, access time, start/end time and location
- Expected attendance and audience profile
- Space, seating, accessibility and safety needs
- Programme/run sheet and key contacts
- Required cameras, microphones, lighting, PA, projector or livestream
- Exact deliverables, formats, aspect ratios and deadlines
- Approved logos, colours, titles, spellings and calls to action
- Consent, copyright, platform access and location permissions
- Budget range, invoice details and final decision-maker

Quotation validity: Unless stated otherwise, quotations remain valid for 30 days and are subject to availability. Fees may change when the approved brief, dates, duration, guest count, suppliers, taxes or operating costs change.

Service quality commitment

Richarm will provide the agreed crew, facilities and deliverables with professional care; communicate material changes promptly; protect client files during the active project; and correct any confirmed failure to meet the written scope within a reasonable period.

Contact and booking

Discuss your event or multimedia project with Richarm Creative Hub. A clear brief allows the team to recommend the right service level and prepare an accurate quotation.

Telephone / WhatsApp: 059 310 4169

Email: richarmcreativehub@gmail.com

Location: Abloradjei, Ashongman, Accra

Service lines: Venue hire, event management, photography, videography, livestreaming, editing, design and content production

Fee review notice

This handbook is a public rate guide, not a binding quotation. Richarm Creative Hub may review fees, package contents and operational policies when market conditions or service costs change. Always confirm the current fee, availability and written scope before making payment.

Richarm Creative Hub: One Hub. Many Possibilities.