S. No	Particulars	Scope of Services
1	**Logo & Theme songs launch ceremony, marshal torch relay**	The Event Management Agency hired for BSG (hereafter called EMA BSG) will conceptualize, organize, manage, fabricate and execute the Launch Ceremony & Support Run Up Events (Upto 6 Events) for Bihar State Games 2026. ***These events are subject to change** The EMA will be responsible for design, production and supply of wearable mascot kit in life size (For a person with height Between 5'6" and 6'). The EMA will also create 3D animation of the Mascot. The venue and the budget cap are given in the table below. **Indicative scope:** • Design, creation & launch of logo & tagline • Design, production & launch of mascot • Launch of Jersey • Launch of Torch • Catering for VVIP guests – formal dinner (150 pax) 3-minute AV of the event to be prepared after completion of each event
2	**Opening Ceremony**	The EMA will conceptualize, design, organize, manage, fabricate and execute the Opening Ceremony for Bihar State Games, (as per the indicative Scope mentioned below).
		The OC will be an evening event. Major Scope Elements for the Opening Ceremony are listed below: i. The Opening Ceremony will be Conceptualized, Planned, Designed, Organized, Produced, Coordinated, Directed, Managed, Executed and Delivered within a period of upto 90 minutes (including speeches by VVIPs etc.) in which the core cultural program would be of 60 minutes duration. Minimum two acts in the themes of the proposed acts should be befitting not only to the cultural & social background of Bihar but also portray the holistic development of the State in recent times in sports. The Agency must ensure a seamless transition from one act to another, and the proposal should NOT give an impression of acts being forcefully stitched together. ii. Sourcing, appointing, directing, and managing of performers and other creative elements of the ceremonies in tandem with BOA iii. Monitoring the day-to-day operations for the ceremony. iv. Logistics and production planning for the ceremony. v. Ensuring adherence to all the policies related to the Risk Management, Manpower Management, Safety Management, etc. vi. Liaison with concerned authorities for effective venue management planning, coordination, and execution. vii. All activities to be conducted in relation to the Opening Ceremony are to be created, planned, and managed as part of the Ceremony responsibilities, included but not limited to VIP welcome, to interact with the cultural departments, coordinating time for arrival, departure, and marshalling of the athletes and officials for Opening Ceremony including catering services for the crew and performers for rehearsals and the Opening Ceremony. viii. The successful Bidder shall ensure, through high-quality communication and reporting (in writing), that BSG 2026 is kept informed of issue(s), if any, that may arise and necessitate changes in the scope, variation, or delays. ix. Ensure smooth execution production and delivery of the Ceremony in accordance with the requirements of the BSG 2026. x. Ceremony venue seating layout and planning xi. Sourcing, Accommodation, Catering/ Food& Transportation of Artistes. xii. VIP Management: Invitations to be sent out to VIPs & dignitaries

		in attendance for the Opening Ceremony. VIP Management also includes “host & usher services” to ensure appropriate service levels to the honored guests. xiii. Press Operations: Co-ordination with the Event Management Agency hired for BSG 2026 (EMA- BSG 2026) to ensure that the Media Personnel and Press Operations function are effectively incorporated into the Opening Ceremony. xiv. Security Verification: Co-ordination with the EMA- BSG 2026, State Government Police & SPG to ensure that the relevant police verification has been conducted for smooth conduct of the Opening Ceremony. xv. Vehicle Movement: Identification of parking facilities for VIPs Officials Media, etc. in close co-ordination with EMA- BSG 2026 for Transportation and City Police. xvi. Venue Signage: Co-ordinate with the EMA- BSG 2026 to ensure that the direction signage to the venue are deployed and installed in time clearly marking the routes to and from the venue. Also, to ensure installation of in-venue signage for the Opening Ceremony. The signage shall be of fluorescent material for easy visibility in the night. xvii. Crowd Management: To plan & manage the entry/exit points, other access control points, to manage the spectators at the venue during the event and during the catering to ensure discipline is always maintained. xviii. Records Management: Consisting of Delivery Receipts, Inventory Records, Movement of equipment and any other item for the successful delivery of the event, to record all operations and activities with relevant photo/documentary evidence to ensure smooth payments. xix. Reporting and Documentation: This is an important aspect of Event Management. The Agency is expected to create & maintain detailed reports for the Opening Ceremony, including but not limited to Production reports, Inventory reports, Workforce (Artistes) Planning & Deployment & Legacy Reports with photographs. xx. 3-minute AV of the event to be prepared after completion of the Ceremony. xxi. A spectacular aerial drone show featuring a minimum of 300 synchronized drones, specially designed around the theme of sports and sporting events. The show will create dynamic formations in the night sky, including sports icons, athletes in action, sports equipment, event logos, trophies, national/Bihar-themed elements, and celebratory visuals, accompanied by synchronized music and lighting effects. Note: The cost of Licenses related to the event is the responsibility of the EMA, Government of Bihar can help facilitate. Note: The installations and setup for the Opening Ceremony must be cleared up after 24 hours.
3	**Opening Ceremony– Core production Elements (for both above-mentioned ceremonies)**	i. VVIP Dias (With Back Drop) with LED Screens ii. Main Stage Set-up –themed based iii. Ceremonial bands iv. Trussing structures & rigging as required v. Genets /power back up vi. Mechanical equipment as required for structures and production. vii. Event Stage Lights (intelligent lighting, moving lights, conventional lights, moving head, colour changers, gobos, parcans, profile lights, blinders etc.) viii. High end audio video reproduction equipment (high definition ix. projection systems, acoustics, surround sound system)

		x. Mobilization of Mascots (ceremony sequence) xi. Audio Visual content complimenting the overall theme and concept. With photography and videography xii. Games Torch xiii. World class light display / show xiv. Rigging xv. Overall ceremony venue Decor xvi. Pyrotechnics/Fireworks / SFX xvii. Interactive Kits for spectators Job xviii. Creative Consultant xix. Performance by Bollywood Celebrity xx. Performance involving National and Local Sports Icons xxi. Artists (Mascot, dance troupes, singers, performers etc.) xxii. Choreographer xxiii. Props xxiv. Costumes xxv. Rehearsals xxvi. Podium xxvii. Acoustics xxviii. Cabling xxix. Insurance xxx. Local Communication and Transportation xxxi. Catering for VVIPs and VIPs during and after the event. xxxii. Inside and outside venue general & innovative branding xxxiii. Welcome gates& branded flags xiv. Venue Led Screens for Live telecast of event inside venue xxxv. Photo ops and innovative installations xvi. Ground Lighting xxvii. Manpower: for management of event / event crew xxviii. Sofa / VIP , Stage & General chairs xix. Carpet as per requirement xl. Lanyard & id cards xli. Tenting- green rooms, table chair, scaffolding etc xlii. Catering inside green rooms xliii. On request – Drone show, Firework Show, Laser Show xliv. Artists management with travel, food stay **Note:** The foresaid list is indicative & not exhaustive in nature. The Bidder is free to add any other necessary arrangements that may be required for the production and implementation of the Ceremony in consultation with the BSG 2026.The Venue should be ready by 1 day before the day of Opening Ceremony.
4	**Indicative Ceremony Content**	i. Pre-Event Show – Cultural or Musical for Spectator Engagement ii. Welcome of Chief Guest, VVIPs, Dignitaries etc. (act/representation & speeches) iii. March-past of contingents, Pledge, Torch – Cauldron, Flag Hoisting etc. iv. Segments representing Theme v. Segments should include technological advancement of India using

		high end advanced technologies such as holographic/anamorphic/mixed reality etc., vi. Musical concert and Theme song by Lead singer(s) vii. Innovative ideas for final act viii. Catering for all VVIPs and VIPs during and after the event. Any other Act & Ideas.
5	**Closing Ceremony**	The EMA will conceptualize, organize, manage, fabricate and execute the Closing Ceremony for Bihar State Games 2026 The Games Closing Ceremony will be an evening event. Conduct of the Games Closing Ceremony (one stage with VVIP felicitation, MC, Dias, Confetti Blasts etc.) will be in consultation with BOA and FA head. Indicative Content: i. Pre-Event Show – Cultural or Musical for Spectator Engagement ii. Welcome of Chief Guest, VVIPs, Dignitaries etc. (act/representation & speeches) iii. Games AV etc. iv. Musical concert and Theme song by Lead singer(s) v. Innovative ideas for final act vi. Felicitation of Winners vii. Catering for VVIPs and VIPs during and after the event. viii. Any other Act & Ideas. ix. Event Stage, backdrop, lights, sound, led screens with trussing x. Pyro & SFX for stage event xi. Inside and outside venue general & innovative branding xii. Welcome gates& branded flags xiii. Venue Led Screens for Live telecast of event inside venue xiv. Photo pop's and innovative installations xv. Ground Lighting xvi. Lanyard & id cards xvii. Manpower: for management of event / event crew xviii. Sofa / VIP, Stage & General chairs xix. Carpet as per requirement xx. Tenting- green rooms, table chair, scaffolding etc xxi. Catering inside green rooms xxii. Artists management with travel, food stay The EMA will prepare a 2-minute AV of the event after completion of the Ceremony.
6	**Branding**	Printing of Flex Banners, Iron Frame Boards, Vinyl Pasting, One-way Vision, and Mega Gates as per need.
7	**Venue Overlays**	1. Develop and execute a venue-by-venue overlay configuration plan. Safely manage, transport, and shift physical overlay elements across different active sports complexes based on changing game schedules and competition fixtures. 2. Factor all logistics overheads—including specialized manual labor, heavy equipment lifts, transit trollies, and vehicles—into the primary operational costs. 3. Promptly dismantle, remove, and clear all overlay items from the

		premises as soon as an individual sporting discipline concludes.
8	**Trophies**	Souvenirs, Medals, Trophy High Quality Material as per Requirement of Fiber, Crystal, Metal and others
9	**University Coordination**	EMA shall provide Liaison Officers, Supervisor, FA Head within 3 days of issue of Work Order till the end of Event for the following
10	**Media Operations**	Appoint a press coordination within seven days from award of work to integrate all stakeholder press & PR initiatives: Local tie up preferable for adequate coverage in local press, assisting accreditation of media persons.
11	**Spectator Engagement**	Providing technical overlays in the spectator engagement events at venues by providing presence of • Mascots: Manpower for mascots, ensuring movement of Mascots at the sporting venues for entertaining the spectators as per the requirements. • Miscellaneous: ⎫ PA & Sound systems and Electrical fixtures to be installed and made operational as per FOP/venue setup in consultation with BOA and in coordination with Overlays ⎭ Ensure important announcements are to be made periodically EMA will strictly adhere to agreed timeline and maintain records for verification at the time of raising in voice.
12	**Sports Presentation**	Procurement of the authorized quantities of the items listed below: a. Medals b. Lanyards c. Winners Plaque d. Sports Trophies e. Winner Certificates f. Participation Certificates to all relevant stakeholders g. Souvenirs h. Commemorative Medals i. Plaque for dignitaries
13	**Host City Activation**	Host city activation includes the following: a. Radio Activation (end-to-end) b. TVCs (end-to-end) c. Digital Marketing (end-to-end) d. On ground activation, (end-to-end) e. City Branding including arrival points (airport/railways & bus stops) f. Torch tour across all districts
14	**Printing of Invitations & Collaterals**	Printing of Invitations for VIPs, Dignitaries, Universities & State Delegates. Distribution of Invitations via courier or hand delivery. Printing of Stationery and Collaterals. Inventory Management & Distribution.
15	**Volunteer Operations**	EMA to ensure end–to-management of volunteers, including the following in consultation with BOA, Patna, Bihar
16	**Post Event**	Printing of Coffee Table Books/ Picture Books, Post Games Report and Media Report.