

REQUEST FOR PROPOSAL

CONTACT INFO	DRMATION		
Company Name)		
Company Addre	SS		
Producer Name			
Email Address _			
Office Phone Nu	umberMobile Number		
GENERAL SHO	W INFORMATION		
Show Name	Show Job#		
Start Date	/(mm/dd/yyyy)		
Location			
Number of Atten	dees # General Session Secondary General Session Breakouts		
DETAILED SHO	W INFORMATION		
What is the due	date for a quote to be sent to you?/(mm/dd/yyyy)		
AVPS will provice	de the following for this project: Audio Video Lighting		
Y N	Technical Director (Name)		
Y N	Is this new business?		
YN	Is this based on a previous show by AVPS? If YES, reference the show by date, name or locations:		
YN	Do you have an A/V Budget? \$		
YN	Have you attached a show schedule?		
Y N	Are you attaching a rendering approved by the client?		
Y N	Can you supply technical drawings at this time?		
LY LN	Will you require AVPS to supply technical drawings to Hotel, Riggers, etc.?		
Y	Has a scenic company been contracted?		

VIDEO DEPARTMENT

Main projection screen format:	4:3 16:9 Custom Main project screen size:
Outboard/IMAG screen format:	4:3 L 16:9 L Custom Outboard Screen Size:
Delay screen format:	4:3 L 16:9 Custom Delay screen size:
Screens will be:	Scenic Surround Flown from Truss Ground supported with dress kit
#	Cameras needed
#	Graphics computers backstage
#	Graphics operators backstage
#	Stage computers (demos)
#	Down Stage Monitors
Y N	If more than one DSM, are outputs independent?
Y N	Will you need a speaker time clock?
Y N	Will you need a laser pointer?
Y N	Will there be IMAG?
Y N	Do you need a teleprompter?
Y N	Will you be providing deliverable media or hard drives?
Playback required:	Playback Pro iDDR Turbo DVD DVCAM
Record decks required: (check all that apply)	Program ISO Graphics Only Routable Backup
Record medium: (check all that apply)	Aja Ki Pro DVCAM DVD XDCAM (check all that apply)
Please describe any special ne	eds or client requests:

AUDIO DEPARTMENT Ground supported Flown Audio system will be: What is the stage size? Podiums needed Wireless Mics requested Are mic stands required for audience Q&A? If YES, how many? _____ Do you require wireless COM? If YES, # of units___ Will show staff positions need wired COM stations? If YES, how many? _____ Will you need an audio record of the session? Will you or the client be providing audio deliverables? (walk-in music, special play-ons, sound efx) Will there be any panel discussions or multiple speakers presenting at the same time? Will there be any special entertainment? If YES, please provide the name: Is entertainment a "self contained" act? Is entertainment rider attached? Please describe any special needs or client requests:

Ground supported Flown Lighting rig will be: If lighting is flown, has hotel been contacted regarding rigging? This show will require the following lighting "looks": Stage Wash Special Podium(s) Signs/Banners Scenic elements Drape warmers Do you require intelligent lighting for awards or entertainment? Have you attached an entertainment rider with any lighting requirements? Will you have a dance floor for any entertainment functions? Will you need to have any Gobos created for this event? If YES, what type: Glass Single Door Glass Four Color Standard Metal Glass Greyscale Please describe any special needs or client requests:

LIGHTING DEPARTMENT

STAGING DEPARTMENT Do you require run off drape? Black Grev Do you have a color request? Other ___ Do you require front of house booth surround? Do you require stage podium(s)? Do you require stage carpet? Flown from truss Screens will be: Scenic surround Ground supported need dress kit Will you require a backstage greenroom/dressing room? Does venue have special requirements regarding cable in doorways? If YES, please explain: Does the hotel require lighted exit signs for backstage? Please describe any special needs or client requests:

BRE	EAKOUTS	
Υ	N	Have you attached a breakout room schedule?
#		Breakout rooms
#		Days breakouts run
Break	cout room attendee size:	
Break	kout room requirements	s:
Y	N	Tripod screen
Y	N	Screen with dress kit
Y	N	Video projector
Y	N	2x1 computer switch
Y	N	PA sound system
Y	N	Audio playback from computer
Y	N	Wireless microphone(s) #
Y	N	Wireless slide advance
Y	N	Laser pointer
Υ	N	Flip chart easel with 3 color markers
Pleas	e describe any special ne	eeds or client requests: