

Questions for Audio Visual Production Company
State of the Region Event
Friday, October 30, 2020

How many people will be on the panel? Will we position them according to the CDC guidelines for social distancing?

We envision 3 panelists and a moderator. They should be positioned according to CDC guidelines. Should new guidelines arise prohibiting the panel from being able to appear in-person, the individuals will participate remotely.

Do you have images and specs for the studio you plan on using for this event?

At this time, we do not have the exact space identified though we are considering a typical news broadcast studio. At the maximum we envision using a studio 70' x 80' x 21' = 5,600 square feet. We are considering 2 sets minimal – roundtable and podium/emcee activity (maybe set a host at a desk and a guest in a guest chair).

Will you need any scenic?

We envision a backdrop behind each of the sets: the panel roundtable and primary speakers set. The “home base” area should have logo identification, a desk or podium and space large enough for 2-people. The panel discussion will need to accommodate 4-people, seated behind a desk/tables and configured for discussion and camera angles.

How many people do you expect to attend the event? How many exhibitors do you anticipate?

Our in-person event has traditionally sold out at 1,500 tickets sold. Actual attendees are typically around 1,300. We anticipate more attendees this year. We also expect to have approximately 20 vendors/exhibitors. However, we do not know an exact number of participants for the virtual event.

What do you anticipate spending on the platform?

The budget for the platform is up to \$40k.

Is there a separate RFP for the platform? Yes.

Can we submit one RFP for both services. No, but you may reference the other proposal and include excerpts from the major components of the secondary contract, if you are bidding on both.