

## GVSU University Development Request for Quote

Audio Visual Lighting & Staging Technology for the dedication of Jamie Hosford Football Center, June 19, 2019, 5:00 pm -7:00 pm

### Overview

- This is the dedication of the expanded and renovated Hosford Football Center on the north side of Lubbers Stadium on the Allendale campus. We anticipate roughly 300 people to attend. Here is a map that shows Lubbers Stadium which is on the northwest corner of campus <https://www.gvsu.edu/360tour-index.htm>
- The program, itself, will be in a tent between the football center and the stadium with tours inside the building following. This quote is for the program in the tent only. No tech is required inside the building.
- The bid should be based on the specs below, with the understanding that the actual event package could be different once site visits and discussions take place.
- This will be most similar to our most recent dedication at Raleigh J. Finkelstein Hall in July 2018, and the estimate is based on what was required for that event.
- Set up 6 am, tear down one hour after official end of program. Possibility of day prior set up but please don't include in this estimate at this point.
- We contract out with Baker and Levitation for tent and stage respectively. This includes two sets of steps with railings and handicap ramps.
- GVSU can provide generators. Please don't include that in this estimate.
- Tent dimensions are approximately 82 x 82.
- Stage dimensions are approximately 32Wx16.
- Selected vendor will provide point person/production manager to work with client-side producer from University Development to produce the program and answer technical questions.
- GVSU facilities and events planning will also be involved in tent set up and logistical questions.
- GVSU will provide all video and graphics for screens.

### Specifications

#### Video/Screens/Projectors

- 6 60" monitors, spaced throughout the tent for viewing.
- 2 downstage monitors...23" and 50" respectively
- Camera/Staffing/Equipment for IMEG recording of event to go on screens and also have a copy post-event
- Laptop for graphics display on screen
- Equipment for projection of video during show

## Audio

- 4 main amplifiers
- 4 subwoofers
- 2 Delay rows
- 4 Front Fills
- All related equipment
- Program will include speakers at a podium microphone (wired) with wireless back up. May also use lavaliers...good to have 2 on hand
- Music before and after, and during ribbon cutting/shoveling
- Video with audio

## Lighting

- Adequate for a tent in these dates/time frames
- Stage lighting and house lighting as needed

## Staging

- Set up of stage banner (GVSU will provide the banner)
- Blue curtaining around stage
- Acrylic Lectern
- Stage procurement, set up, and tear down

## Labor

### Set/Strike

- Audio Engineer
- Video Engineer (2)
- Lighting Director
- Camera Operator
- General A-V technician
- On-site point person/production manager (might be one of the above or someone else)

### Show

- Audio engineer
- Video engineer (2)
- Lighting director
- Point person/production manager

**Please answer the following questions with your quote.**

1. In the event any equipment is damaged or not working on the day of the event, what is your capability for quick and efficient replacement?
2. Do you own or rent/lease the equipment you use? If owned, what is your maintenance plan?
3. What similar events have you done in size/scope?
4. What other GVSU events have you done?
5. Is your production manager available for additional production meetings prior to the program and, if so, is there additional cost for that engagement with us? What about phone calls?
6. Do you charge for a production manager at the event if he/she has no other function?
7. Do you provide 3D images of the event space to give us a feel for final layout and design? If so, what is the charge for these?
8. Please provide three client references for events of similar size/scope.

E-mail your quote by March 8, 2019 to Nancy French, Sr Communications Director, at [Nancy.French@gvsu.edu](mailto:Nancy.French@gvsu.edu). Questions should be directed to Nancy also. She can be contacted by phone at 616/331-5704.