**Bid Contract Guidelines for Audio/Visual Production Services**

**1. General Overview**
The selected production company will provide professional-grade audio/visual (A/V) services for events such as fashion shows, artist talks, awards ceremonies, and other programming. Services may include live streaming support for specific projects. We seek a partner experienced in delivering high-quality results in dynamic, fast-paced event environments.

**2. Equipment Expectations**
The production company must provide:

* **Lighting**:
* Stage lighting, including spotlights, washes, and accent lighting.
* Dynamic and programmable lighting systems for events like fashion shows.
* Appropriate dimmers, gels, and filters.
* **Sound Amplification**:
* PA systems suitable for indoor and outdoor venues.
* Wireless and wired microphones (lapel, handheld, and headset options).
* Audio mixers for multiple inputs and control.
* Monitor speakers for performers and presenters.
* **Visuals**:
* Projectors and projection screens or LED panels for presentations, slideshows, and videos.
* Video recording and live-streaming equipment, including cameras and streaming platforms.
* **Cabling and Power**:
* All necessary cables and power sources to ensure seamless connectivity.
* Surge protectors and battery backups.

**3. Staging Coordination**
While the production company does not provide staging equipment directly, they are expected to:

* Consult on staging needs based on event requirements.
* Coordinate with our staging vendor to ensure timely delivery and setup.

**4. Setup and Teardown**

* Arrive early for setup and conduct thorough testing to ensure functionality.
* Complete teardown promptly after the event, leaving the venue in its original condition.
* Staff must be prepared to troubleshoot any technical issues on-site.

**5. Staffing and Expertise**

* Provide experienced technicians for setup, live operation, and teardown.
* Assign a dedicated point of contact or production manager for each event.
* Demonstrate the ability to adapt to changes in schedules or program requirements.

**6. Collaboration and Communication**

* Attend pre-event planning meetings to align on expectations and timelines.
* Collaborate closely with event coordinators, staging vendors, and other stakeholders, ensuring smooth execution.
* Maintain open lines of communication during events to address last-minute adjustments.

**7. Event-Specific Considerations**

* **Fashion Shows**: Dynamic lighting and music synchronization; smooth transitions between scenes.
* **Artist Talks**: Clear sound amplification with minimal background noise; recording and live-streaming capability if required.
* **Awards Ceremonies**: Elegant lighting to highlight stage and audience; appropriate microphone arrangements for speeches and presentations.

**8. Compliance and Safety**

* Ensure all equipment meets safety standards and is compliant with local codes.
* Follow all venue rules, including load-in and load-out protocols.
* Maintain insurance coverage, including liability and workers’ compensation.

**9. Budget and Payment**

* Submit an itemized budget, including equipment rental, staffing, and additional fees (e.g., transportation or overtime).
* Provide flexible payment options with clearly defined terms.

**10. Proposal Requirements**
Interested companies should include the following in their bid:

* A portfolio of past work, particularly events similar in scale and scope.
* A detailed inventory of equipment available.
* References from previous clients.
* A proposed timeline for setup, live operation, and teardown for a typical event.