



Project Name

Date

Audio Visual Tender



1. Critical Event Information

Venue:

TBC

Date:

TBC

Timings:

Day Before

Access: TBC

Speaker Rehearsals: TBC

Tech Rehearsals: TBC

Dress Rehearsal: TBC

Finish: TBC

Event Day 1

Access: TBC

Delegates arrival/coffee: TBC

Session 1: TBC

Lunch: TBC

Session 2: TBC

Coffee Break: TBC

Session 3: TBC

Conference Closes: TBC

The above timings are subject to confirmation of the Scenario and are for guidelines only.

This proposal is based on TBC guests attending a morning and afternoon experience over one day.

2. Scenic Design, Stage and Lighting





3. Scenic Design

The Aim

To conceive, install and operate a comprehensive and functional Audio Visual system that satisfies not only the requirements of both the Paradigm and the technological standards expected by the client but is also capable of providing significant and memorable embellishment for the event in its entirety.

The Team

The Crew Role – loading, installation and removal of all equipment & the provision of specialist operators for each of the media disciplines required. Transportation, loading, installation and removal of all equipment necessary for the event. Also included are all crew needed to set up and take down all Audio Visual elements along with all tools and access equipment necessary for the installation and removal thereof.

Commitment – Presence for duration of event, as required.

The Auditorium & Stage

Sound – Main Room

Full 5K sound system for all sound reproduction during the conference.

Full sound engineering of the above

Laptop for Sound FX and Music

TBC x Lectern Mics

TBC x Hand Held Radio Mics

TBC x Clip-on Radio Mics

Coms – Radio Coms

Licensed com system for all back-of-house

TBC x roving

TBC x fixed

One 'in-ear' communications facility to on-stage presenter

Video

1 x roving video camera

1 x fixed video camera

Live Vision Mix

Direct relay to screen

Beta SP with back-up for relay of client video

Computer

1 x High capacity internet ready laptop computer for PowerPoint and internet.

DVE & Control

1 x Vision Input Switching system

Screen Relay

1 x Front/Back Projection screen

1 x Projector with back-up

**Preview Monitor**

Floor Mounted

Cueing System

1 x fixed, hard-wired cueing system

1 x remote controlled roving cueing system

Laser Pointers

2 x laser pointers

Also included

Transportation for all the AV equipment, installation, access and hardware

Back-up

Proposal must include adequate back-up equipment for all technical aspects

Sound Material

upstage will provide all sound material on Mini-disc format. AV Company to provide back-up and clean up.



4. AV Support

Staffing

Project Manager

Whitewall expect the chosen company to provide an individual who will act at the point of contact for us, prior, during and after the event. The individual will be expected to manage, NOT OPERATE the AV elements. They must be available for a one-day site visit prior to the event, which will also be attended by the upstage Producer and Production Manager.

Installation/Operation/De-rig

Staff as necessary to operate install and de-rig within the allocated timeframe.

Operators must include PowerPoint operator, 2 x sound, VT

All crew travel

Site visits

All staff to wear upstage branded t-shirts

Pre-event Meetings

Technical Site Visit

[Date & time](#)

One afternoon visit by the AV Project Manager on date above.

VMP Pick Up (Show & Tell)

[Date & time](#)

Pick up VMP including PowerPoint presentations for loading onto the show computer by VT/PPT operator/AV Project Manager

Operators meeting for VT & sound operators etc at venue

[Date & time](#)



5. Whitewall Provisions

Once appointed the supplier must agree that they will work under the name Whitewall only. All crew must be fully briefed on this. No branded wear is to be worn other than Whitewall clothing. Whitewall will provide branded t-shirts for all crew to wear for the duration of the installation, event and get-out.

Creative Production Management

The chosen company will be directly responsible to the upstage Production Manager and in turn to the upstage Management team. The Production Manager will co-ordinate the production in totality and will work closely on the event with the upstage Manager to ensure the conference's smooth running.

Logistics

upstage will provide:

Outmess

Date Breakfast **TBC x staff**

Date Lunch **TBC x staff**

Date Dinner **TBC x staff**

Soft drinks/tea & coffee on site throughout

Please provide Whitewall with names of staff and any special dietary requirements.

Health & Safety

In order for us to comply with more stringent venue Health & Safety requirements, it may be necessary for Whitewall to provide risk assessments and/or method statements for all or some aspects of the staging. In these instances the Production Manager will contact the chosen supplier who must provide the required information. Whitewall can supply assessment forms if required.

6. Budget



£ X,XXX,XX excluding VAT

Terms

Please make your invoice out to Whitewall Accounts Department and clearly mark it with the project name.

25% in advance

75% after event



Project Name

Date

Scenic Design Tender



1. Critical Event Information

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TBC

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TBC

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2. Paradigm





3. Scenic Design

The Aim

To evoke the dramatic combination of style and functionalism. Every element of the look of the design will be inspired by the Paradigm, producing an event that is the quintessence of [TBC](#). Scenic design will be the backbone from which all other elements of the event are developed, as well as strongly featuring the client's branding and colours.

Scenic Requirements

The Conference Set

On approval of the Paradigm, the Set Designer will provide a comprehensive Design and technical working drawings but these are our broad commitments:

- [TBC](#) wide x [TBC](#) deep x [TBC](#) high modular stage dampened to stop any noise
- Stage to have an appropriate finish to last the duration of the event
- The edges of the stage must have a suitable high visibility edging
- Stage fascia to have an appropriate finish front and sides to last the duration of the event
- [TBC](#) sets of steps, [TBC](#) at each side and [TBC](#) central front, finished in same material as stage
- Each step to be 2440mm wide x 300mm deep x height to depend on height of stage but will be 6 inch risers (3 off)
- [TBC size](#) flattage
- [TBC](#) of masking flats to create Control sound
- [TBC](#) of masking flats to mask off backstage area
- Projection screed size no less than [TBC](#)
- [TBC](#) matching, free-standing lectern(s), with shelf for papers, preview monitor and drinks vessel. [Lit internally with architectural light fittings](#)
- Approximate dimensions [TBC](#)

NB – all projection is [front/back](#) projected.



4. Scenic Support

Staffing

Project Manager

Whitewall expect the chosen company to provide an individual who will act as the point of contact for us prior, during, and after the event. The individual will be expected to manage, NOT BUILD/OPERATE the scenic elements. They must be available for a one-day site visit prior to the event, which will also be attended by the Project Manager and Production Manager.

Installation/De-rig

Staff as necessary to install and de-rig the Audio-Visual systems and equipment within the allocated timeframe.

Pre-event meetings

Briefing Meeting:

Whitewall Offices, [Date](#)

Briefing meeting for Whitewall Project Manager and Scenic Design Project Manager

Technical Site Visit

[Venue](#), [Date](#)

One afternoon visit by the AV Project Manager

Build Preview

[Venue](#), [Date](#)

Preview of all scenic elements in a completed state prior to going on-site

Production Meeting

Whitewall Offices, [Date](#)

Update meeting on all scenic elements prior to event



5. Whitewall Provisions

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Creative Production Management

The chosen company will be directly responsible to the Whitewall Production Manager ([Name](#)) and in turn to the Project Management team. The Production Manager will co-ordinate the production in totality and will work closely on the event with the Project Manager ([Name](#)) to ensure the event's smooth running.

Logistics

Whitewall will provide:

Accommodation: [TBC](#)

Outmess: [TBC](#) – [Date](#), [Number](#), [Meal](#). [Soft drinks](#), Tea and Coffee on site throughout. Please provide Whitewall with names of staff and any special dietary requirements.

Health & Safety

In order for us to comply with more stringent venue Health & Safety requirements, it may be necessary for Whitewall to provide Risk Assessments and/or Method Statements for all or some aspects of the staging. In these instances the Production Manager will contact the chosen supplier who must provide the required information (Whitewall can supply Assessment forms if required).

Insurance

[TBC](#)

6. Budget



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75% after the event