

RFP# 19-1004
Audio Visual Production and Management Services
Addendum 1
March 4, 2020

The purpose of this Addendum is to extend the due date of The RFP to **Tuesday March 31, 2020 at 5:00 pm** and to clarify the scope of work.

Section 1.2.1 – Revised Scope of Work

The University is seeking some solutions related to mass during Ole Weekend. Attendance is growing and it is hard to seat everyone in the current configuration and have it audible, therefore, it may be necessary to change configuration between events. Please provide quote based on the information below for two different configurations: Commencement Style (North/South Orientation) Quote #1 and Horizontal Style (East/West Orientation) Quote #2. (See Pictures Below) Site visit can be arranged by calling Procurement Services at (619) 260-4600 Ext 4916.

Note:

North/South Orientation: No rigging required

East/West Orientation: Please include pipe and drape in quote

Date	Event	Notes
August 29 Saturday	Loading Date	
August 29 Saturday	President’s Welcome	4:00 pm – 5:00 pm
August 30 Sunday	Mass of Welcome	11:30 am – 1:00 pm
August 30 Sunday	Parent Information Sessions	2:00 pm – 4:45 pm
August 31 Monday	Changemaking Event	8:30 am – 9:30 am
September 1 Tuesday	Convocation	9:00 am – 10:00 am

We will have live video at three of the events and will be utilizing screens and projection at all four events. We need the Vendor to **RECORD** Saturday night, Monday, and Tuesday.

Please see day by day detail below. Load in **Saturday** for the President’s Welcome (begins at 4:00 pm so 3:00 pm doors). The schedule is as follows:

Load in morning of August 29th

SATURDAY: President's Welcome – August 29th 4:00 pm – 5:00 pm Jenny Craig Pavilion (live video)

One person to run audio and video during event (4:00 - 5:00 pm). One podium mic and one lav mic. Tie into arena PA with support PA for floor and lower bowl. Need “wall to wall” pipe and drape and two screens with rear projection projectors. **RECORD SHOW**. Run of show TBD.

SUNDAY: Mass of Welcome – August 30th 11:30 am - 1:00 pm

8:00 am Sound Company arrives and sets up sound equipment and rented piano and bench.

9:00 am Choir prayer

9:10 am - 9:25 am Instrumentalists set up and sound check (choir warms up behind the curtain like the Wizard of Oz)

9:25 am - 10:40 am Choir sound check, full group sound check, mini rehearsal

10:40 am - 10:55 am Reader and Prayer sound check (choir break)

10:55 am - 11:15 am Prelude songs

11:30 am - 1:00 am Welcome Mass

Music Group

4 guitars 1 is director

1 electric bass

1 vocal mic for guitarist

1 vocal mic for director

1 flute

2 violins

1 drum set

1 set of congas

1 hand drum

1 keyboard with bench with vocal mic

4 group microphones for singers on the risers

6 solo mics for soloists in front of the risers

2 solo mics for cantors in front of the director

Monitors

SUNDAY: Parent Information Sessions – August 30th 2:00 pm – 4:45 pm

MONDAY: The Changemaking Event – August 31st 8:30 am - 9:30 am Jenny Craig Pavilion (live video)

Keep screens and drape with projectors. **RECORD**

TUESDAY: New Student Convocation – September 1st 9:00 am – 10:00 am (live video)

Keep screens and drape with projectors. **RECORD**

Sample Photos

North/South Orientation (*No Sound Rigging*)



East/West Orientation: (*Include Pipe and Drape*)

