



California Partnership to End Domestic Violence  
RFP for AV Services for Annual Membership Meeting - Questions & Answers

- Question 1: What is the AV budget for this event?  
Answer 1: This will be determined based on the bids received.
- Question 2: Is there a theme or central idea throughout this year's Event?  
Answer 2: This year's meeting focuses on movement building.
- Question 3: Do you have any previous year pictures of the General Session and the Reception that I can peruse?  
Answer 3: Photos have been included on page 2 of this document.
- Question 4: What aspect ratio are the power point slides created in? This is necessary to determine the screen aspect ratio. We recommend a 16:9 aspect ratio.  
Answer 4: We can instruct presenters to create PowerPoint slides in a 16:9 aspect ratio, but will not know for certain until closer to the event.
- Question 5: Will the Hotel be providing a stage for the General Session and Reception? If so, what are the dimensions of the stage for each?  
Answer 5: The hotel will be providing staging, dimension have not been determined yet and will be based on final agenda decisions.
- Question 6: Black Velour drape is an inexpensive solution for backdrop behind the stage, would you like me to include on the quote?  
Answer 6: Please include this pricing in the proposal as an additional option.
- Question 7: Will you need, want theatrical lighting for the reception as people receive their awards? This will include lighting treatment such as stage wash and possibly backdrop scenic options (depending on budget)  
Answer 7: We do not need theatrical lighting but you may include pricing as additional options.
- Question 8: Will this event need to be video recorded or audio recorded?  
Answer 8: No.
- Question 9: Will you need a downstage monitor for the presenters in the General Session?  
Answer 9: Yes.
- Question 10: We will assume we have the previous day prior (Sept 10th) to set the General Session. This minimizes overtime labor. We also assume that we can strike the Reception area on day 2 (the 12th) while the General Session is in session. Please clarify if this is not the case. This also minimizes overtime.  
Answer 10: This assumption should be correct, but please include details on overtime rates in your proposal.

Also, please note that there is a possibility that we will utilize the General Session room for the reception. This will be determined once the agenda has been finalized. Please structure your proposal assuming that two rooms will be required, but you may also note any potential savings from holding the reception in the general session room.

Photos of 2016 Annual Membership Meeting:

