

HOW TO BE YOUR PRODUCTION PARTNER'S BEST CLIENT

PRESENTED BY HEIDI BRUMBACH, CMP
TECHNISCH CREATIVE

AV RENTAL COMPANY

CREATIVE AGENCY

PRODUCTION COMPANY

THE REQUEST FOR PROPOSAL



THE RFP

The purpose of the event



Organization overview



Project background



WHAT ARE THE REQUESTED SERVICES?



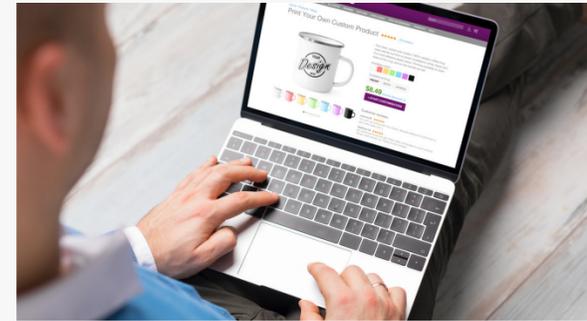
AV Equipment



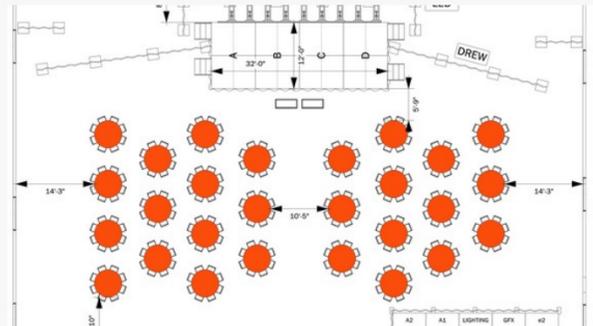
Recording & Streaming



Labor



Creative services



Room drawings



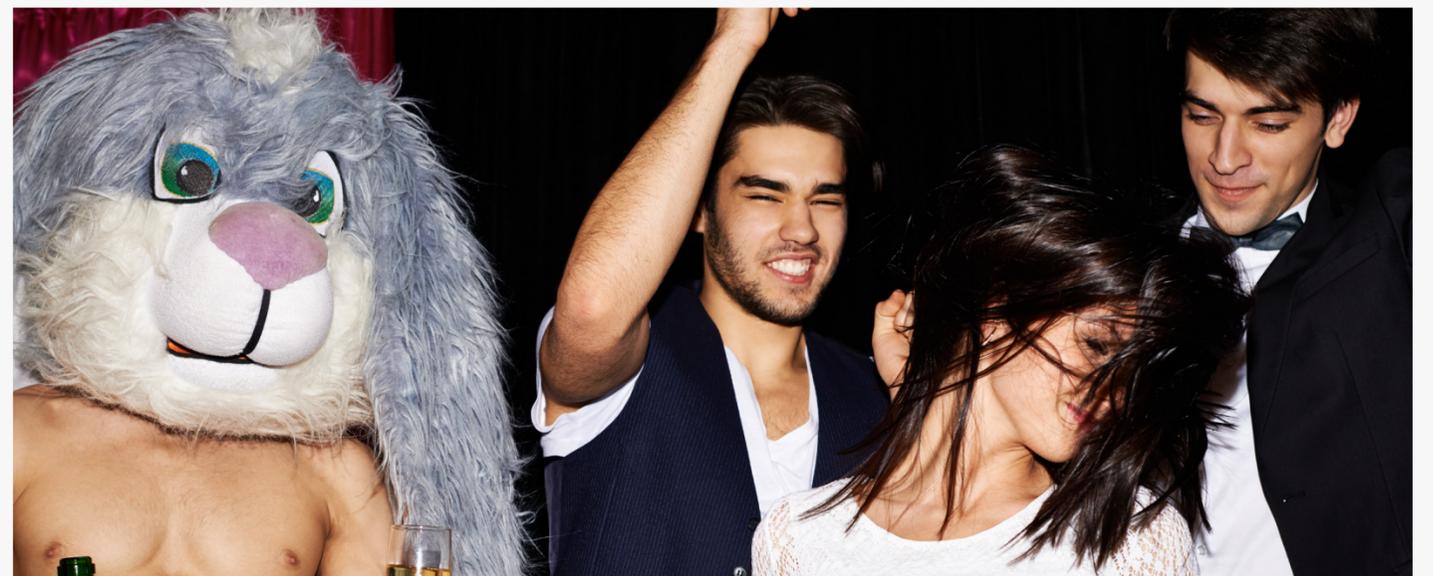
Vendor coordination



Stage renderings



Event direction



- **Size**
- **Location**
- **Dates**
- **Initial agenda**
- **Known technical requirements**
- **Riders**





Budget

Expectations

WHAT DO
YOU?
EXPECT●

RESPONSE DEADLINE



EVALUATION CRITERIA





CHOOSING A VENUE

LOADING DOCK

Dock Height



Delivery Schedule



Location



Back-of-House



ROOM ACCESS



Set Up Time



Storage



Overnight Security

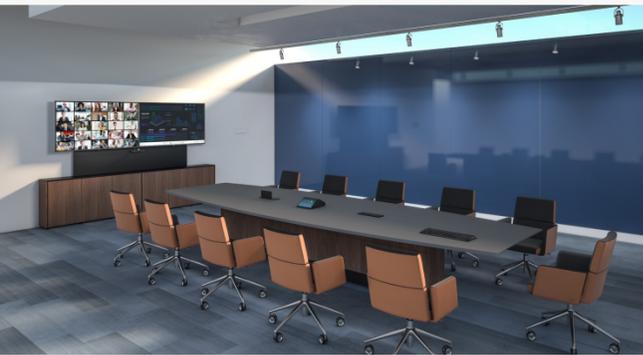
VENUE CONSIDERATIONS



Union Property



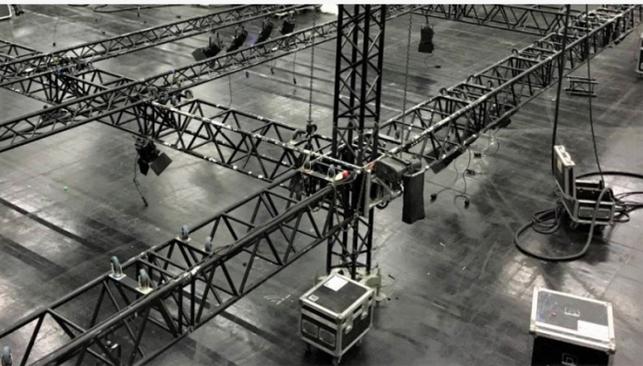
On-Site Support



Exclusive AV



Electrical Outlets



Rigging



Equipment Restrictions



Power and Internet



Crew Supervision

FOOD & BEVERAGE

Food Options



Crew Meals



Break Room



REHEARSAL



BEST QUESTIONS TO ASK WHEN SELECTING A PARTNER:

**WHAT PROJECTS HAVE
YOU DONE SIMILAR TO
THIS?**

WHAT IS THE BACKGROUND OF YOUR SHOW LEADS?

**CAN YOU PROVIDE
REFERENCES?**

**WILL I HAVE A DEDICATED
PROJECT MANAGER?**

**DO YOU CARRY LIABILITY
AND WORKERS COMP
INSURANCE?**

HOW DO YOU HANDLE ON SITE CHANGES?

**HOW DOES YOUR TRAVEL
AFFECT THE
COST/QUALITY?**

**WHAT OTHER SERVICES DO
YOU OFFER THAT WEREN'T
INCLUDED IN THE RFP?**

**WHAT INFORMATION DO
YOU NEED FROM ME AS
THE CLIENT FOR YOU TO
PERFORM BEST?**

DEVELOPING TRUST

- Share information about the event openly
- Establish a method of regular communication during the planning process
- Clearly state expectations like schedule, responsibilities, software plans



**TREAT THE CREW AS PART
OF YOUR TEAM. THEY ARE
CRUCIAL TO YOUR SUCCESS.**