



**New Brunswick Sports Hall of Fame/  
Temple de la renommée sportive du Nouveau-Brunswick**

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## **REQUEST FOR PROPOSAL**

### **Audio/Visual Services**

The New Brunswick Sports Hall of Fame (NBSHF) is seeking a proposal from qualified individuals or companies to provide Audio/Visual services for the New Brunswick Sports Hall of Fame's signature event. The 50<sup>th</sup> annual Induction Gala will take place at the K.C. Irving Regional Centre on June 1, 2019.

The Induction Gala brings together Hall of Famers, sports enthusiasts, and distinguished guests to celebrate and honour the tradition of adding new members to the NBSHF.

This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that the NBSHF reserves the right to:

- a. Accept a proposal without negotiation
- b. Negotiate changes to the technical or financial content of the successful proposal
- c. Cancel or reissue this RFP at any time

The contact for the purposes of response to this request for proposal is:

James Matthews  
Communications and Operations Officer  
506-453-3747  
communications@nbshf.ca

**Proposal Deadline:** Proposals should be submitted in PDF format by email to [communications@nbshf.ca](mailto:communications@nbshf.ca) no later than 5:00PM on November 30, 2018.

#### **Items to Include in your Proposal:**

- ✓ Detailed costing of all services broken down by item
- ✓ Confirmation that your business is capable of delivering the services as identified and by the posted deadlines
- ✓ Confirmation that your business is capable of providing a manager who will be on-site throughout the schedule of events and ensure that all employees of the said company or business are delivering the highest quality of service possible
- ✓ Confirmation if your business would provide a price discount in exchange for recognition as an event sponsor (quantify the discount)
- ✓ References from at least **three** organizations or businesses that have used your company or business to deliver similar services during the last 18 months
- ✓ Any other items you feel would help demonstrate your company's ability to provide very high quality & professional service.

Audio/Visual services for this seated table serviced event of 300-500 people are required as follows:

- Stage lighting
- 2 large draped screens
- Podium microphone
- Keynote speaker lighting
- Projector suitable for video and image projection
- Compatible computers to operate software (mp4 player and PowerPoint)
- Labor for the install, operating and dismantle
- An on-site technical director for the event (2PM-9:30PM)

Note: This is a pre-recorded event that will air on RogersTV at a later date. Audio/Visual provider may be required to coordinate with on-site RogersTV staff to ensure highest quality of recording.