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## Request for Proposals

### 2018 NATIONAL UNITY CONFERENCE

- Service:** Audio Visual (A/V) Conference Support
- Event Dates:** Thursday, July 5 – Monday, July 9, 2018
- Event Location:** Town & Country Resort & Convention Center  
500 Hotel Cir N, San Diego, California 92108

#### About the National UNITY Conference

The National UNITY Conference is expected to attract more than 1,800 Native youth and advisors from across the country, representing tribal and urban communities, and making it UNITY's largest gathering to date! UNITY serves Native American and Alaska Native youth ages 14-24 years old. The 5-day conference will feature Keynote speakers, more than 40 workshops, exhibitors, Native American artists/vendors, fitness activities, leadership training, a UNITY Career & Education Expo, UNITY Banquet, and much more.

#### About UNITY, Inc.

United National Indian Tribal Youth, Inc. (UNITY) is a national 501(c)(3) non-profit organization dedicated to fostering the spiritual, mental, physical and social development of American Indian and Alaska Native youth and to help build a strong, unified, and self-reliant Native America through greater youth involvement. UNITY has impacted more than 200,000 Native Americans through its programs since 1976. For information about UNITY, Inc. please visit [www.unityinc.org](http://www.unityinc.org).

#### Summary of Request:

UNITY will hold its **2018 National UNITY Conference** in San Diego, California, from July 5 through July 9, 2018.

UNITY is currently accepting bids for audio and visual support for the event's general session (main ballroom) activities. The conference general session program will consist of a main stage with lights/sound and features guest speakers, panels, announcements, recognition activities, DJ, daily videos, and PowerPoint presentations. Seating is set theater-style for 2,000.



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**Tentative Schedule (Generals session/ballroom activity):**

UNITY spends most the conference time in the general session room. Below is a tentative schedule:

<b>THURSDAY</b> July 5	<b>FRIDAY</b> July 6	<b>SATURDAY</b> July 7	<b>SUNDAY</b> July 8	<b>MONDAY</b> July 9
<b>Load-In</b> 8:00 am – 6:00 pm  <b>Opening General Session</b> 6:30 pm – 10:30 pm	<b>Morning General Session</b> 8:30 am – 11:30 am  <b>Afternoon General Session</b> 1:00 pm – 5:00 pm  <b>Evening General Session</b> (Cultural Exchange) 6:30 pm – 10:30 pm	<b>Morning General Session</b> 8:30 am – 11:30 am  (Attendee “Free Time” from 11:30 a.m. – 6:30 p.m.)  <b>Evening General Session</b> (Talent Show) 6:30 pm – 10:30 pm	<b>Morning General Session</b> 8:30 am – 10:00 am  <b>Evening General Session</b> (Banquet and Dance) 6:00 pm – 11:30 pm	<b>Closing General Session</b> 8:00 am – 12:00 pm  <b>Load-Out</b> 12:00 pm – 8:00 pm



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## **A/V REQUIREMENTS:**

### **Stage**

- Desired stage size: 24D x 32W x 48H with a 24 ft thrust center stage  
*Note: Stage size may be reduced based on impact on seating and banquet table impact.*

### **Lighting package & crew:**

- Stage will often be full of people for recognition (taking up the full space), need general stage wash/lighting to fully illuminate the stage. Other presentations will consist of an MC/presenter speaking from the podium. At least one spotlight preferred with general stage lighting for keynote speakers.
- Appropriate number of crew for install, show production, and strike.

### **Sound package & crew:**

- Sound system to fill room. Music is a big part of the conference; need speakers with good bass qualities.
- One podium with microphone plus 2 wireless hand-held on stands for general sessions and audience Q&A. Please have 2 lavalieres on stand-by for Keynote speakers who prefer to use.
- One boom mic for UNITY drum
- Onstage and backstage audio & video monitors.
- Audio mixing board with enough inputs for all mics and other potential needs, including one dedicated to laptop for music playback. A/V crew to supply laptop and operator (for PowerPoint presentations and holding/transition screen – UNITY to provide artwork).
- Portable sound system for outside activity (UNITY Fire)
- Appropriate crew for install, show, and strike.

### **Projection package & crew:**

- Two off-the-stage side screens, 10 1/2 x 14' or possibly 12 x 16.
  - Projection equipment for supported visuals (embedded videos).
- A/V crew to provide laptops and operator
- Appropriate crew for install, IMAG, show, and strike.

### **Staging:**

- Pipe and drape to cover back of stage, and create wings and close in area between screens and upstage drape.
- One lectern at stage right or stage left. (Convention Center may provide)
- Appropriate crew for install, show, and strike.

### **Recording:**

- Recording capabilities to provide full conference video in DVD format
- At least 2 cameras (IMAG) and operators in all general sessions
- One mobile camera for outside activities

### **Power:**

- Include estimated power costs in your proposal



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**In-House Power Provider:**

**AVMS** is the **exclusive** in-house provider of electric power for general session, meeting rooms and all non-tradeshow areas at the Town & Country Resort. For questions and pricing to include in your estimate, please contact:

- Ryan Weddle, Sales Manager - Email: [RWeddle@avms.com](mailto:RWeddle@avms.com) or Phone: 619-602-1683

**Show Decorator:**

**Shepard** is the in-house provider for decorating, design, display rental, custom graphics, furnishings, and freight handling, for tradeshow and conventions.

- Brad Hofer, National Sales Manager – Email: [bhofer@shepardes.com](mailto:bhofer@shepardes.com)  
or Phone 619-368-1134

**ATTACHED DOCUMENTS**

1. Conference draft agenda
2. Property photo (for reference only) of Grand Hall ballroom (General Session)

**Grand Hall Specs:**

Dimensions: 185' x 220'

Ceiling Height: 26'

Indoor

Theatre seating: 4,600 max (UNITY sets for 2,000)

**Important:**

- Please show how you arrived at your pricing, i.e., daily rental times, multiplied by X days, labor hourly rate times at X amount of hours, etc
- Proposals should be all inclusive of all costs associated with the service provided, including but not limited to: travel, accommodations, per diem, shipping and handling, etc.

**DEADLINE FOR SUBMISSIONS: Friday, March 30, 2018, 5:00 PM MST**

**AWARD NOTIFICATION DATE: Friday, April 20, 2018, 5:00 PM MST**

**Please submit proposals by email** (Word or PDF files only) to: Jason Coochwyte, Red Note, Inc.: [jc@rednoteinc.com](mailto:jc@rednoteinc.com)

**General questions?**

Email Jason Coochwyte at [jc@rednoteinc.com](mailto:jc@rednoteinc.com) or call (602) 903-4380.