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Creating Futures*

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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Invitation to Bid: Audiovisual and Staging Services

BID Number: 40016-20250319 DUE DATE/TIME April 21, 2025 4:00 pm

ADDENDUM #1

RESPONSES TO INQUIRIES

April 4, 2025

- 1) **Question:** Will remote or hybrid streaming services be required for this event?
Response: No
- 2) **Question:** Can you provide details on the existing power infrastructure and any limitations we should be aware of?
Response: Power will be provided by Encore.
- 3) **Question:** What are the venue's load-in and load-out times, and are there any restrictions on truck access?
Response: Load-in: begins Monday, September 22, 2025 at 8:00 a.m.
Load-out: Friday, September 26, 2025 from 1:00 - 5:00 p.m.
- 4) **Question:** Is there an in-house AV team that we need to collaborate with, or will all technical production be handled externally?
Response: Yes. Encore is the in-house AV who will provide the internet connection and electrical connections.
- 5) **Questions:** Can you provide a detailed venue floor plan with stage dimensions and ceiling rigging capabilities?
Response: A floorplan is not available. However, historically we have had a stage dimension of approximately 24' x 24' x 24". I envision a stage size similar to this. No ceiling rigging. All rigging will be ground supported.
- 6) **Question:** What is the estimated budget range allocated for AV production and event technology services?
Response: The final budget for these services depends on various factors. Therefore, we encourage each bidder to submit their most competitive offer.
- 7) **Question:** Is there flexibility in the budget for additional enhancements if needed?
Response: While the final budget for these services is yet to be determined, necessary enhancements may be considered within budgetary constraints.
- 8) **Question:** Are there any additional materials or forms that need to be submitted alongside the proposal?
Response: None other than those already stated in the Invitation to Bid.