



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Invitation to Bid: Audiovisual and Staging Services

BID Number: 40016-20260303

DUE DATE/TIME March 24, 2026 4:30 pm

*Changing Lives,
Creating Futures*

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ADDENDUM #1

RESPONSES TO INQUIRIES

March 17, 2026

- 1) **Question:** The spec lists: 20' x 10' LED wall (minimum 3mm pixel pitch) with controller and operator, along with additional panels to create one 64' wide wall.

Could you provide a bit more detail on how this configuration is intended to work? If possible, a photo from last year's setup would be especially helpful so we can better understand how these two walls were incorporated into the room design.

Response:



- 2) **Question:**

It appears projection screens may have been eliminated this year, but I want to be sure we're interpreting the layout correctly, specifically, how the 20' wall and the 64' wide wall integrate within the overall stage setup.

**Response: Correct, the projection screens have been eliminated.
Please see the photos for a better understanding of what is being requested.**



3) Question:

Do you have room layouts for any of the rooms?

Response:

Breakout rooms will be classroom or theater style seating. The Plenary room (Celestin DE) will set in rounds. Storyville will be the exhibit showroom (mostly 10x10 booths). Celestin BC will be set in rounds

4) Question:

Do you have pictures of past conferences that you can share specifically in regards to stage and room set ups?

Response:



5) Questions:

On line item 7 (Wellness Room), I see you have listed microphones, but no mention of any speakers/mixers. Is this assumed or is there any specific equipment you need in that room?

Response: Speakers and mixer are needed, please include in the bid.

6) Question

In the Plenary, what is the design idea for the 20x10 LED wall? Then, what is the plan for the "Additional panels to create 1 64' wall?"

Response:



7) Question

Storyville Hall - How curved are you picturing this? Again, any pictures from previous years would be helpful. Are the (2) LED Wall columns single sided?

Response:



8) Question

For the 64 foot LED wall in the awards room do you want that also at 10 feet tall?

Response: Plenary room and Awards room is the same room (Celestin DE). This LED wall should be 10 ft. tall.

9) Question

For the Wellness room, are we supplying sound as well as the microphones. I didn't see a mixer or any speakers in that room, just microphones.

Response: Speakers and mixer are needed, please include in the bid.

10) Question

For labor you said 8 people. There is no indication as to the actual times of the break out rooms yet and the other rooms, so its hard to determine if we will need more than 8 people to run the entire event. Do you have any of the approximate times?

Response: Draft Agenda at a Glance

MoveIn - Mo, Sep 21	
Time	Event
8:00am-10:00pm	Office, Registration Counters, Summit Room Move-In
Day 1 - Tu, Sep 22	
Time	Event
8:00am-10:00am	AV Setup Ballroom and Breakout Rooms
9:00am-6:00pm	Setup Exhibit Booths
7:30am-4:00pm	Conference Check-In/Registration Open
12:00pm-4:00pm	Vendor Check-In & Setup
9:00am-12:30pm	Aspiring Executive Leadership Seminar
1:00-3:00pm	Special Interest Groups
3:00-4:30pm	Leadership Summit
5:00-7:00pm	Opening Welcome Reception
Day 2 - We, Sep 23	
Time	Event
7:30-8:30am	Exhibit Showroom: Browsing Breakfast
7:30-4:00pm	Conference Check-In/Registration Open
7:30-5:00pm	Exhibit Showroom: Exhibits Open
8:00-8:45am	Breakout Sessions
9:00-9:45am	Breakout Sessions
9:30-10:30am	Exhibit Showroom: Morning Break
10:00-10:45am	Breakout Sessions
11:00-12:00pm	Plenary Session: State of the System
12:00-1:00pm	Networking Lunch with Exhibitors
1:00-1:45	Breakout Sessions
2:00-2:45	Breakout Sessions
2:00-3:00	Exhibit Showroom: Afternoon Break
3:00-3:45	Breakout Sessions
4:00-4:45	Breakout Sessions
6:00pm-8:00pm	Impact Awards (Cocktail Reception 6:00-6:30)
8:00pm-10:00pm	Wind Down Reception serving Desserts & Cocktails (Alumni CWD, LLA, MTS)
Day 3 - Th, Sep 24	
Time	Event
7:30-8:30	Exhibit Showroom: Browsing Breakfast
7:30-4:00	Conference Check-In/Registration Open
7:30-5:00	Exhibit Showroom: Exhibits Open
9:00-9:45	Breakout Sessions

9:30-10:30	Exhibit Showroom: Morning Break
10:00-10:45	Breakout Sessions
11:00-12:00	Plenary Session: Keynote Speaker
12:00-1:00	Networking Lunch with Exhibitors
1:00-1:45	Breakout Sessions
2:00-2:45	Breakout Sessions
2:00-3:00	Exhibit Showroom: Afternoon Break
3:00-3:45	Plenary Session: F&S Awards Ceremony
4:00-5:00	Happy Hour
6:00-9:00	Bowling Tournament
Day 4 - Fr, Sep 25	
Time	Event
8:00-9:00	Celestine Foyer: Browsing Breakfast
8:00-10:00	Conference Check-In/Registration Open
9:00-9:50	Chancellor/President Panel
10:00-10:50	Breakout Sessions
10:00-11:00	Celestine Foyer: Morning Break
11:00-11:50	Plenary: Louisiana Lagniappe