AVCHICAGO

This is a list of questions that will help your AV provider create an accurate and comprehensive proposal. Answers to these questions will help to prevent unplanned expenses, delays, and other issues that may affect the success of your event.

Event Information:

1. What is the nature of the event (conference, training, fundraiser, social gathering, etc.)?
2. What are the event dates and times (rehearsals, doors, start, end)?
3. Who are the attendees and how many?
4. Who are the presenters?
   - What is their relationship to the audience?
   - What is the total number of people who will be speaking from the stage?
5. Will there be any live performances (including DJs)?
6. Will there be any provided audio or video content?
   - Who will be creating / providing content?
   - Who will approve the content?
   - Who will manage the content during the event?
7. Is there or will there be a planned and documented run of show?
   - Are there Audiovisual cues?
   - Who will create / provide?
   - Who will approve?
   - Who will manage them during the event (call the show)?
   - Will a Q&A be held?
8. Will there be rehearsals?
   - Who will be attending?
   - Who will be managing?

Venue Information:

1. What is the location (including floor number and room name if applicable)
2. What time is the space available for load in?
3. Is there a deadline that the room/event space must be empty?
4. Where can equipment be loaded in (dock, front door, etc.)?
   - Is there limited hours, space, or availability?
   - Is there parking available for truck(s) and/or crew?
5. What are the physical access limitations?
   - If not on the main level, is there an elevator, and how large is it?
   - How narrow is the narrowest doorway/passageway?
6. Is there a storage available for empty cases on site?
7. What power is available (outlets and quantity?
8. Are there any venue-specific labor requirements such as union labor?

Client Information:

1. How will you or your client measure the success of the event?
2. Is there an available budget to work from?
   NOTE: Using a budget reduces the number of proposal revisions making the proposal process much faster and helps your provider understand your expectations.