



Sample General Session Equipment Request For Proposal Format

Organization Name
Conference Name
Dates
Property, City, State/Province, Country
General Session Equipment

Updated: Date
Draft: #

VIDEO PLAYBACK & PROJECTION (Minimum For General Sessions)

2	12K Video Projector For I-Mag Outboards <ul style="list-style-type: none">• Scaffold
2	15 X 20' Rear Projection Screens
2	Barco Realities For Delay Screens <ul style="list-style-type: none">• Appropriate rigging/truss
2	9 x 12' Delay Screens
4	30" Monitors For Presenters On Stage With Floor Cabinets, For Teleprompter and Graphics
1	Video Switcher: Must Incorporate 4 Camera, Video Tape playback, And Two Data Sources
1	Video Route System To Send Different Sources To Any Combination Of Screens
1	4 Camera I-Mag Package (Robotics Preferred On Two Cameras)

1	Boom/Crane
2	Betacam Record Decks (Program feed and ISO feed)
2	Betacam Play Deck With Digital Counter (One with dynamic tracking)
	Engineering: Monitors, Vector Scopes, Etc.
1	Analog Way
1	Executive Teleprompter (With Back-Up Computer)
2	40" Flat Screen Monitors

AUDIO (Minimum For General Sessions)

1	Sound System For 3500+ People
1	Delay Speakers Every 25 - 50 Feet (Depending On The System)
1	Equalizer, Digital Delay
6	Wireless Packages With Backup
2	Podium Mics
2	Cabled Mics
1	CD Player
1	DAT Player
1	Digicart
1	40 Channel Mixer
1	Clear Com System – Base
14	Clear Com System - Headsets (Two Are Wireless)
4	Backstage Audio Monitors (Graphics, teleprompter, stage right and stage left)
1	Stage Monitor System

LIGHTING (Minimum For General Sessions)

Upstage Truss

50'	Thomas Pre-rigged truss
10	1K Par 64 Color Wash
4	Source IV (Special)
10	Computerized Lighting (Martin 500 or Cyberlights)
30	1K Par 64 (3-Color)
3	ACL Bars

Upstage Ground

5	Three-Cell Cyc Lights
10	Computerized Lighting (Martin 500 or Cyberlights)
10	Par 64 With Color Changers
8	Par 64 (Uplighting)

Downstage

60'	Thomas Pre-rigged truss
18	Par 64 Wash
8	Source IV (3-Point Specials)
8	Source IV (Gobo)
12	Source IV with barn doors and color changers
20	Computerized Lighting (Martin 500 or Cyberlights)

Other

1	Moving Light Console
1	Traditional Light Console
2	Spot Lights
20	Source Fours for the aisle way lighting
12	Mols with color changers for audience lighting

Crew & Schedule

1. Crew Chief/manager
2. Conventional Lights operation
3. Computerized Lighting programmer
4. Audio Engineering (A1)
5. Audio Assist/monitors (A2)
6. Video Technical Director
7. Video Engineer
8. Boom Operator
9. Handheld Camera Operator
10. Projectionist
11. TelePrompTer Operator
12. Graphics Operator

Wednesday, January 17, 8--5 Load-in

Thursday, January 18, 8--5 Load-in

Friday, January 19, 8--5 Technical Rehearsals (no cameras)

Saturday, January 20, 8--5 Rehearsals (no cameras)

Sunday, January 21 8:00 am -- 2:00 pm Rehearsals

Sunday, January 21, 3:00 pm - 5:00 pm..... Opening General Session

Monday, January 22 8:00 am -- 2:00 pm..... Rehearsals

Monday, January 22, 3:00 pm - 5:00 pm..... Second General Session

Tuesday, January 22, 8:30 am - 10:00 am Third General Session

Tuesday, January 22, 10:00 am – 2:00 pm General Luncheon

Tuesday, January 22, 2:00 pm – Till Strike