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April 8, 2024

**Request for Proposals (RFP)
A/V & Lighting Vendor
Honolulu Pride 2024**

The Hawai'i LGBT Legacy Foundation produces Honolulu Pride, hosts the LGBTQ+ Center Honolulu and creates educational programs that inform and empower Hawai'i's LGBTQIA+ community. We also provide financial and in-kind support to organizations addressing social, health and economic inequalities in our communities.

In line with our commitment to excellence, the Hawai'i LGBT Legacy Foundation is seeking an A/V & Lighting vendor to partner with us for the upcoming Honolulu Pride 2024 event on October 19, 2024 at the Waikiki Shell. The selected vendor will play a pivotal role in ensuring the success of our event by providing comprehensive audio-visual and lighting services.

Responsibilities for the chosen vendor will encompass, but not be limited to, the following:

- Provision of high-quality sound reinforcement for main stages and supplementary event areas.
- Coordination of sound checks and meticulous attention to ensuring optimal audio quality during performances and presentations.
- Setup and management of audio-visual equipment across various event spaces.
- Seamless integration of A/V components to ensure a flawless event experience.
- Facilitation of live streaming capabilities for virtual attendees, if applicable, and management of technical aspects to guarantee a reliable and high-quality virtual experience.
- Provision of on-site technical support throughout the duration of the event.
- Prompt troubleshooting and resolution of any audio-visual issues that may arise.
- Close collaboration with our event organizers to fully understand and accommodate specific A/V requirements.
- Joint planning and execution of A/V elements to align seamlessly with the overarching goals of the event.
- Submission of a post-event summary detailing A/V setup, challenges encountered, and recommendations for future enhancements.



In addition to the outlined responsibilities, the selected vendor must be available for the event date on October 19, 2024, with setup scheduled for October 18, 2024, to conduct sound checks. Availability throughout the month of the event for site visits and walkthroughs is essential.

Our specific A/V needs include:

- Stage speakers to support a stage size of 48x24
- Wireless microphones
- Drum kit
- Amplifiers
- Cables
- Stands
- Mixers
- Stage lighting, including truss structures, uplighting, spotlighting, and cold sparks
- Provision of satellite viewing areas with screens for the VIP tent and outside entrance area

Furthermore, the vendor must be capable of providing an onsite technician to assist with technical details.

In light of the power shortage at the Waikiki Shell, we kindly request that vendors be prepared to supply their own generators for their activations. It is imperative that each vendor takes responsibility for ensuring power availability, including the option to procure services from a third-party vendor in the event they do not have access to their own generator.

Qualified vendors are invited to submit proposals outlining their experience, capabilities, and a detailed plan for meeting the audio-visual and sound requirements of Honolulu Pride 2024 by **May 8, 2024**. Proposals should include proposed pricing and relevant references.

The selection of the vendor will be based on overall qualifications, budget considerations, enthusiasm, and alignment with the values of our organization. We eagerly anticipate reviewing your proposals.

For further inquiries or information, please contact Honolulu Pride Chair, Zabrina Zablan-Duvauchelle, at Zabrina@hawaiilgbtlegacy.com.

Thank you for your interest in being a part of Honolulu Pride 2024. We look forward to a successful collaboration.