



UPCI

UNITED PENTECOSTAL CHURCH INTERNATIONAL

REQUEST FOR PROPOSAL
Audio/Video

FOR GENERAL CONFERENCE 2018

Revised: August 22, 2017

United Pentecostal Church International
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Overview

The United Pentecostal Church International (UPCI) is a Oneness Pentecostal organization with roots anchored firmly in the Bible and a vision for ministering to communities around the world. UPCI strongly embraces its mission to carry the whole gospel to the whole world by the whole church.

This Request for Proposal (RFP) is being issued to identify and procure audio and video vendors for the 2018 annual General Conference (hereinafter “Conference” or “Event”) of the United Pentecostal Church International (UPCI). The primary focus of the Event is nightly general sessions of approximately 8,000 attendees that gather for worship and preaching. Daytime services of lesser crowds are also part of the production. The general sessions include elements of live bands, singers, choirs, IMAG, theatrical lighting, and some visual effects.

The 2018 Conference will be held at the Kentucky International Convention Center in Louisville, Kentucky from Tuesday, September 25 through Friday, September 28, 2018.

General details about the Event are included in this document as well as a tentative schedule. Interested providers may visit upcigc.com for more information. Interested providers may also visit the 2017 annual General Conference in Kansas City, Missouri at the Kansas City Convention Center September 26-29, 2017 to experience the actual event.

This RFP is divided in two major production areas: (1) sound and lighting and (2) video and IMAG. Potential providers may submit a proposal for either or both areas of production. **Sound and lighting should be bid as one proposal. Video production and IMAG should be bid as a separate proposal.**

Proposals will be evaluated based on the vendor’s related experience and proposed price. However, UPCI reserves the right to:

- Reject any proposal for any reason.
- Issue subsequent or additional requests for proposals.
- Waive any irregularities or informalities in any proposal.
- Negotiate with any vendor to further amend, modify, refine, or delineate its proposal or proposed price as it is affected by such negotiation of the scope of work and specific terms and conditions.

Scope of Work

Proposals should include all equipment and labor costs necessary to effectively produce the Event as further described in the Event Schedule and as outlined in Sections 1.1 and 1.2 below, including but not limited to:

- Backline technicians
- Local labor (riggers, stagehands, etc.)
- Onsite production management
- Travel, lodging, and per diem for crew members
- Equipment transportation and trucking
- Load-in and load-out of equipment
- Set-up and tear-down of equipment

1.1 Sound and Lighting

The sound system solution must include the following components:

- Effective sound coverage for approximately 8,000 attendees based on the attached diagram
- Front of House (FOH) setup
- Monitor engineer
- Audio stage manager
- Audio feed from FOH for recording and live streaming by third parties
- An in-ear monitor system with 6-8 stations and one channel dedicated as a talk-back channel from the music director to the musicians
- A detailed description of the proposed sound equipment
- A scaled diagram of the proposed sound system design

The lighting solution must provide the following:

- Adequate stage lighting for a 40' x 60' stage area, including wash and moving lights and highlights for a thematic backdrop
- Limited area of audience lighting, including moving lights as accent lighting
- Onsite lighting director and/or technician
- A detailed description of the proposed lighting equipment
- A scaled diagram of the proposed lighting design
- Backstage curtain (approximately 40' x 150') at rear of stage

1.2 Video and IMAG

The video and IMAG solution must include the following components:

- Five (5) camera angles
 - Front of house
 - Left audience
 - Right audience
 - Overhead jib
 - Close-up mobile
- Eight (8) HD monitors (with stands) for the stage
- Three (3) IMAG screens (minimum 20' wide) with minimum 20,000 lumen projectors (HD LED equivalent of projector and screen is acceptable)
- Lower-third overlay to IMAG, including song lyric projection
- Video feed from FOH for recording and live streaming by third-party

Event Schedule

Event Dates: September 25-28, 2018

Website: upcigc.com

Load-In: Sunday, September 23

Load-Out: Friday, September 28 and Saturday, September 29

Venue: Kentucky International Convention Center—Louisville, Kentucky

Venue Contact Info:

Lesa Harbin

Phone: 502-595-3525

Email: Lesa.Harbin@kyvenues.com

Event Schedule:

Tuesday

6:30 PM Prayer Service –Speakers, and IMAG

6:45 PM Worship Service – Live band, singers, and IMAG

7:00 PM Church Service – Live band, singers, speakers, and IMAG

Wednesday

9:00 AM Business Session – Speakers, video presentations, and IMAG

6:30 PM Prayer Service –Speakers, and IMAG

6:45 PM Worship Service – Live band, singers, and IMAG

7:00 PM Church Service – Live band, singers, speakers, and IMAG

Thursday

11:00 AM Ministers Session – Speakers, and IMAG

12:00 PM Children’s Church Service – Live band, singers, speakers, and IMAG

6:30 PM Prayer Service –Speakers, and IMAG

6:45 PM Worship Service – Live band, singers, and IMAG

7:00 PM Church Service –Live band, singers, speakers, and IMAG

Friday

12:00 PM Youth Church Service – Live band, singers, speakers, and IMAG

6:30 PM Prayer Service –Speakers, and IMAG

6:45 PM Worship Service – Live band, singers, and IMAG

7:00 PM Church Service – Live band, singers, speakers, and IMAG

Proposal Requirements

The following information should be included in the proposal:

1. *Company profile* – Provide a description and background of your company, including location of the business, total number of employees, number of years in business, and the background and experience of key employees.
2. *Related experience* – Provide a list of references and a description of similar services provided to those references.
3. *Description of equipment and services* – Provide a detailed list of equipment and services being proposed in response to the Scope of Work.
4. *Proposed Price* – Include a detailed price proposal with a breakdown for equipment and labor, and specify all inclusions or exclusions.

Deadline for submitting a proposal: **Friday, December 15, 2017**

Please send proposals to: info@upcigc.com.

Appendix A: Layout Diagrams

Below is a typical floorplan for seating and staging of the main session.

