
Request for Proposal (RFP)

Audio-Visual (AV) Production Services

For the 2026 American Academy for Oral and Systemic Health Annual Sessions

RFP Issued: January 15, 2026

Proposals Due: March 15, 2026

Event Dates: September 10-12, 2026

Event Location: Marriott, 555 Canal Street, New Orleans, LA

Contact: Violet Crabb, Executive Director, support@aaosh.org

1. Overview and Background

The American Academy for Oral and Systemic Health is seeking a professional and experienced Audio-Visual production partner to provide comprehensive AV and technical support for its **2026 Annual Session**. The event brings together approximately **400 attendees**, including healthcare professionals, exhibitors, industry partners, and thought leaders.

This RFP seeks proposals that demonstrate technical excellence, creativity, and attention to detail to deliver a **high-quality, sophisticated, and seamless attendee experience** across all stages and meeting rooms.

2. Event Overview

Dates: Thursday, September 10 – Saturday, September 12

Venue: Marriott New Orleans Canal Street

Venue Layout:

- **Main Stage / General Session Ballroom:** 400 attendees
- **Exhibition Hall Stage (Learning Theater):** 275 attendees
- **Recording Studio / Interview Area:** 1 small dedicated space within Exhibit Hall

Additional Spaces:

- Registration and lobby area
-

3. Scope of Work

A. General Requirements

- Full-service AV production management, including pre-event planning, onsite execution, and post-event deliverables.
 - Provision of all required AV equipment, labor, and technical staff.
 - Coordination with venue, show decorator, and event management team.
 - Compliance with venue policies and union/labor regulations.
 - Onsite technical director to oversee all AV activities throughout the event.
-

B. Main Stage / General Session (450 attendees)

Goal: A polished, professional environment suitable for keynotes, award ceremonies, and high-profile panels.

Requirements:

- Stage design and scenic backdrop (proposal should include creative design options)
 - 16' x 9' LED video wall or dual 16:9 HD projection screens
 - Professional lighting package (front wash, backlighting, color accent, moving lights for effects)
 - Full-range sound system appropriate for audience size
 - Two wireless handheld microphones, four lavaliers, two podium mics
 - Confidence monitors for presenters
 - Video playback capability for walk-in content and sponsor reels
 - Show control, cue-to-cue support, and graphics operator
 - Recording of all main stage sessions in HD
 - Branded lower-third graphics and title cards for video production
 - Optional: teleprompter and stage timer
-

C. Exhibition Hall Stage / Learning Theater (275 attendees)

Goal: Dynamic stage for sponsored sessions, product demos, and interviews within a high-traffic area.

Requirements:

- LED video wall or 12' x 7' projection screen
- Compact sound system with wireless microphones
- Lighting appropriate for video recording

- Camera and operator for live recording
 - Stage décor to complement exhibit hall aesthetics
 - Live feed capability to display sessions on nearby monitors or online stream
-

D. Recording & Post-Production

Goal: Capture and repurpose event content for on-demand access and future marketing.

Requirements:

- Full HD recording of all general sessions, breakouts, and exhibition hall presentations
 - Separate audio feeds for clean recording
 - Editing and delivery of recordings within 30 days post-event
-

F. Interview Recording Area (Onsite Studio)

Goal: Create a branded “mini-studio” for recorded interviews with speakers, sponsors, and attendees.

Requirements:

- 10’ x 10’ enclosed setup in exhibit hall or media area
 - Two cameras, three-point lighting setup, lavalier and boom microphones
 - Branded backdrop and optional digital signage
 - Onsite producer and audio tech
 - Delivery of all recorded interviews and b-roll footage post-event
-

4. Optional Enhancements (Upscale Event Additions)

Please provide itemized pricing and descriptions for the following optional upgrades:

- **LED scenic elements and stage décor design**
- **Live camera IMAG feed** (image magnification for large audience visibility)
- **LED uplighting and color wash effects** throughout venue
- **Custom motion graphics and branded video intros**
- **Live captioning / closed captioning services**
- **Live streaming to association website or mobile app**
- **Remote speaker integration** (Zoom/Teams broadcast support)
- **Digital signage network integration** in lobby and hallways
- **Sponsor-branded visual content management**

5. Pre-Event Services

- Pre-production planning meetings with event management team
- Site visit and venue walk-through
- Detailed production schedule and cue sheet development
- Stage design mock-ups and renderings
- Load-in/load-out plan with timeline

6. Staffing and Labor

- Dedicated project manager and technical director
- Audio engineer(s), lighting operator(s), and video technicians
- Camera operators and recording technicians
- Onsite support staff for all breakout rooms
- Overnight security for AV equipment (if applicable)

7. Proposal Requirements

All proposals should include:

1. **Company Overview:** Brief background, relevant experience, and association/trade show experience.
2. **Portfolio Samples:** Past work with associations or similar-scale events.
3. **Technical Approach:** Outline of proposed AV solutions, equipment lists, and diagrams.
4. **Budget Proposal:** Itemized pricing by room and service, including labor, travel, and optional enhancements.
5. **Timeline:** Load-in, setup, rehearsals, show days, and strike schedule.
6. **References:** At least three association or conference clients.
7. **Insurance and Certifications:** Proof of insurance, safety compliance, and union credentials (if required).

8. Evaluation Criteria

Proposals will be evaluated based on:

- Technical capabilities and innovation

- Cost-effectiveness and transparency
 - Experience with similar association conferences
 - Creative design and stage aesthetics
 - Quality of references and service support model
-

9. Submission Instructions

Submit all proposals electronically by **March 15, 2026**, to:
Violet Crabb, Executive Director
Please submit via the RFP website.

10. Timeline

Milestone	Date
RFP Released	January 15, 2026
Q&A Deadline	February 01, 2026
Proposal Submission Deadline	March 15, 2026
Vendor Interviews	March 20-30, 2026
Vendor Selection	April 15, 2026
Pre-Production Kickoff	May 01, 2026

11. Budget Range

Please provide proposals scalable to multiple budget tiers (e.g., Base, Preferred, Premium).
