



Union County Chamber of Commerce  
& Visitors Information Center  
207 Depot La Grande, OR 97850 | 541-963-8588  
[www.VisitUnionCounty.org](http://www.VisitUnionCounty.org)

## **Request for Proposal: Production & Audio/Visual Services**

### Event Overview

The Union County Chamber of Commerce is seeking proposals for production and A/V support for our Chamber Banquet on March 3rd at the EOU Gilbert Center.

### Event Details

Date: March 3rd

Location: EOU Gilbert Center

### Scope of Services

Production services should include:

- Microphones for speakers and presenters
- Sound system setup and management
- TVs or screens for presentations and visuals
- Background or event music
- On-site technical support during the event
- Setup and teardown of all equipment

### Proposal Requirements

Please include:

- Description of equipment provided
- Staffing and on-site support details
- Event timeline coordination
- Power and space requirements
- Pricing structure
- References from similar events

Submission Deadline: January 15th

Proposals should be sent to [director@visituynioncounty.org](mailto:director@visituynioncounty.org) or dropped off in person.

Disclaimer: Preference will be given to current Union County Chamber of Commerce members when proposals are evaluated. However, all qualified proposals will be considered.