

**Project Overview:**

The Surrey Hospitals Foundation is seeking a full-service production company to provide AV, lighting, and technical support for the 2026 Celebration of Care Gala. The selected vendor will be responsible for delivering a high-impact guest experience through immersive lighting, seamless audio/visual execution, and overall technical management of the event. The event will host up to 500 guests and feature live performances, a keynote program, and multimedia presentations.

Scope of Work & Deliverables:Technical Production

- Floorplan Creation
 - Scaled CAD layouts showing guest tables, stage, AV positions, decor zones, and tech placements
- Lighting Design & Execution
 - Ambient lighting (uplighting, pin spots, color washes)
 - Intelligent lighting for stage and dance floor (moving heads, effects)
 - Custom gobos or projections to enhance the theme
- Audio
 - PA system for full ballroom coverage
 - Wireless handheld and lavalier microphones
 - Audio mixing and playback (for performances / videos)
- Video & Visuals
 - Video production: IMAG/live feed to large screens, switching equipment
 - LED wall or projection setup
 - Video switching and playback
 - Pre-loaded sponsor visuals, videos, and speaker intros
- Stage Set-Up
 - Platforms and stairs
 - Placement planning for speakers, MC, performers
- Power distribution
 - Supply and management of sufficient power of AV, decor, catering, and other vendors
 - Safe cable management
- Health & Safety Support



- Provide a certified First Aid Attendant who meets or exceeds WorkSafeBC Occupational First Aid Level 1 requirements or higher
- Attendant must be present on site from load-in through event teardown
- Minimum Level 1 Kit with transport supplies
- Collaborate with event planner and venue team to identify emergency exits and response stations
- **Wi-Fi & Connectivity Support**
 - Provide and install Wi-Fi boosters or extenders to ensure strong, stable internet connectivity throughout the event space
 - Assess signal needs and provide coverage in critical zones
 - Ensure connectivity supports:
 - Production equipment and live feed
 - Event staff and key vendors
 - Any interactive or digital displays

Run Of Show Management

- **Cue Calling & Live Stage Management**
 - Calling all on-stage cues, including speaker walk-ons, performance starts, transitions, and sponsor recognitions
 - Music transitions (intro/outro music, ambient background)
 - Coordinating live visuals, audio, and lighting changes in real time
 - Keeping the program on time and adjusting as needed
 - Collaborating with:
 - SHF Events Manager
 - Event Planner
 - MC and speakers
 - Entertainment acts
 - Other vendors involved in the program
 - Managing a dedicated show caller or stage manager throughout the event
 - Maintaining a live version of the run-of-show document backstage

Timeline:

Initial site visit and production meeting: Date TBD October 2025

Final site visit and production meeting: Date TBD January 2026

Final AV script and tech schedule:

Load-in and setup: February 27, 2025

Event day execution: February 28, 2025

Teardown and load-out: 12am - 8am March 1, 2025



Proposal Requirements:

Portfolio of past events with similar production scope
Equipment list and technical capabilities
Load-in and strike plan
Power and safety planning
Budget with itemized breakdown
Client references from large-scale nonprofit or gala events

Budget:

Please provide a complete proposal with options for scalable elements based on final needs and budget discussions.

Evaluation Criteria:

Experience with complex gala or high-end event production
Technical reliability and innovation
On-site team expertise and support plan
Ability to meet safety and power distribution needs

Submission Deadline: July 23, 2025

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