

Commencement Ceremony Production Company

Addendum One (1)

Question and Answers

1. Pg. 8 – 3.1.2 *What is the difference between “one (1) original, (with original signature)...” and “one (1) copy of the Technical Proposal...”* **Answer:** Please submit a hard copy of your proposal with wet signature and a digital pdf version on a usb drive, labeled “Technical Proposal”
2. Pg. 45 – 6.5 :: C.2 *Which specific unique challenges are being referred to here?* **Answer:** The ETSU Mini Dome is a distinctive venue whose size, architectural design, and multi-use functionality present unique challenges for hosting a Commencement Ceremony. The proposer should recognize these characteristics and develop plans that specifically address the Dome’s acoustics, visual environment, and layout to ensure a dignified, engaging, and seamless ceremony experience for graduates, guests, and faculty.
3. Pg. 45 – 6.5 :: C.9 *What constitutes an emergency in this case?* **Answer:** RFP applicants should describe how they will plan for and respond to potential operational and technical contingencies, including but not limited to equipment malfunctions, power disruptions, or audio/visual failures. Applicants should outline the availability of backup equipment, on-site technical support, and procedures to quickly resolve issues with minimal disruption to the event. Applicants should also address weather- and attendance of staff-related contingencies, including plans. Responses should demonstrate flexibility, preparedness, and coordination strategies to ensure the event proceeds safely and successfully under varying conditions.

Questions from the Walk Through on December 12, 2025 at 9 a.m.

1. Do we have measurements of the layout? **Response:** We have pictures, but we don’t have measurements of the layout at this time.
2. Is there a plot of seating area (bleaches cut off/ how far do grad seats go back)? **Response:** If we are able to obtain a plot of seating area, we will post with this addendum.