

Cherokee Nation Businesses is seeking an experienced event services and video production firm to help assist Cherokee Nation with its annual State of Nation address during the Cherokee National Holiday over Labor Day weekend in Tahlequah, Oklahoma.

The event will be held at the [Cherokee National Peace Pavilion](#) in Tahlequah – an outdoor, covered pavilion.

Cherokee Nation will provide a stage on the east side of the pavilion and will be responsible for event audio (outside vendor), teleprompter, chairs, mobile restrooms and additional seating/covered tents.

The vendor will be responsible for the following items, which are guidelines for the *expected* production level of the event. In the proposal, vendors should provide additional recommendations or enhancements as deemed necessary.

#### **Video System:**

Three (3) 80" high definition video displays

One (1) 13'x7' video wall for the lawn

One (1) high-definition robotic camera for IMAG, recording live footage and live streaming, if needed

Rigging, power generator and gear for above-mentioned video equipment such as cables, video switcher and show computer

A production tent will be utilized for event monitoring

#### **Staffing:**

At minimum, staff should include one video director, one video technician and one event manager.

The technicians will travel to Tahlequah the week of August 25 with an anticipated rehearsal date on either Thursday, August 29 or Friday, August 30 with the show and strike on Saturday, August 31.

Labor should be inclusive of all setup/strike and labor for equipment as described.

Cherokee Nation can recommend lodging for staff in Tahlequah as needed.

**Creative Event Services:**

Vendor should include fees associated with pre-recorded VIP intros for emcee and honored guests, along with other announcements as needed.

In addition to the pre-recorded announcements, the vendor must select a list of pre-approved songs for the walk-in and walk-out and a selection of bumpers for each VIP.

Cherokee Nation will provide a complete script and will work with the vendor to provide suggestions for the overall flow of the show and will reformat the script to align with live cues and graphics.

These graphics will be created based on the client provided artwork and script for the show. It will include name and title graphics for each VIP speaker and special presentations.