



A/V Request for Proposal

The [Anchorage Chamber's Young Professionals Group \(YPG\)](#) is seeking proposals from qualified Anchorage Chamber members to provide A/V services at the **Alaska Young Professionals Summit** on Friday, April 10, 2026, at the Egan Center. The Summit provides more than 200 young professionals with the chance to elevate and step up their game in the professional world.

The winning vendor must be an Anchorage Chamber member in good standing and shall remain so throughout the term of the contract. The Anchorage Chamber reserves the right to refuse any proposals. Selection of the winning bidder may not be based entirely on monetary considerations. The Anchorage Chamber reserves the right to change or cancel this RFP at any time.

SPECIFICATIONS:

Presentations take place in up to four rooms where laptops, projectors, and microphones will be needed.

Registration (Main Floor, Egan Center)

Friday, April 10th - 8:00 AM - 6:00 PM

- The A/V provider must have two (2) audio/visual technicians throughout the event from 8 am to approx. 6:00 pm
- The A/V provider must be available the day before the event, Thursday, April 9th for a tech run-through, if preferred
- Two (2) power strips with extension cords

General Session (LaPerouse Room, Egan Center)

Friday, April 10th - 9:00 AM - 10:15 AM, 12:00 PM - 1:15 PM, and 4:00 PM-6:00 PM

- A/V operator during the presentation times and 30 minutes prior to help with speaker requests and presentation run-throughs
- One (1) podium microphone
- Up to five (5) gooseneck microphones for panelists (*will know exact count when presentations are finalized*)
- Two (2) hand-held microphones on stands for Q&A
- A press box for audio outputs
- Laptop audio input connector
- Audio mixer with the appropriate number of inputs and outputs
- Screen & projector packages
- Laptop with HDMI/DVI/VGA compatibility and USB ports
- Hardline connection
- Lighting design for the awards ceremony and keynote presentation (4:00-6:00 pm)
- Possible Lavalier mic for keynote speaker, if requested

Breakout Rooms (Summit Hall Rms #1, #2 and #3 - Egan Center)

Friday, April 10th - 10:30 AM - 11:15 AM, 1:30 PM - 2:15 PM, and 3:00 PM - 3:45 PM

- One (1) podium microphone
- Up to four (4) gooseneck microphones for panelists
- One (1) hand-held microphone for Q&A
- Three (3) laptops for presentations with HDMI/DVI/VGA compatibility
- Audio mixer with the appropriate number of inputs and outputs
- Wireless slide advancers
- Screen & projector packages ran to the A/V at podiums

PROPOSALS MUST BE RECEIVED BY 5 P.M., FRIDAY, FEBRUARY 6, 2026 TO:

Anchorage Chamber Young Professionals Group

Attn: Tosha Swan Pereira

1016 W. Sixth Avenue, Suite 303,

Anchorage, AK 99501

tosha@anchoragechamber.org