YOUR  
LOGO

**COMPANY NAME**

HYBRID EVENT TECHNOLOGY SETUP PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for the technology setup of your hybrid event. We specialize in delivering seamless integrations of in-person and virtual experiences, ensuring high-quality production and audience engagement.  
  
This proposal outlines our approach to setting up the technology infrastructure for [Client Company Name]'s hybrid event.

# Project Objectives

The primary goals are:  
  
- Ensure seamless interaction between on-site and virtual attendees  
- Deliver high-quality audio-visual experience for both audiences  
- Provide reliable and scalable event technology solutions  
- Support real-time engagement and technical troubleshooting

# Proposed Services

Our hybrid event technology setup services include:  
  
- Venue AV setup (cameras, microphones, streaming equipment)  
- Platform integration for live streaming and virtual attendance  
- Audience engagement tools (Q&A, polls, chat)  
- Technical production and live support  
- Recording and post-event content delivery

# Scope of Work

Our scope includes:  
  
- Pre-event technical planning and site visit  
- Equipment setup and testing  
- Coordination with venue and virtual platform providers  
- Live event production management  
- Post-event content editing and reporting

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
|  |  |  |
| Planning & Site Visit | Technical planning and venue assessment | [Start Date] |
| Setup & Testing | AV equipment setup and platform testing | [Date] |
| Live Event Production | Full technical management on event day | [Event Date] |
| Post-Event Support | Content delivery and performance reporting | [Completion Date] |

# Pricing

Estimated cost breakdown for hybrid event technology setup:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Technical Planning | Pre-event coordination and site assessment | [Amount] |
| AV Setup & Production | Equipment setup, streaming, live support | [Amount] |
| Engagement Tools | Integration of interactive features | [Amount] |
| Post-Event Services | Recordings, analytics, content delivery | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a leader in hybrid event production, offering state-of-the-art solutions for connecting physical and virtual audiences.  
  
- Experience: [X] years in event technology  
- Expertise: AV production, streaming platforms, audience engagement  
- Mission: To deliver flawless hybrid event experiences that maximize reach and impact

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Hybrid annual conference for global audience  
- Outcome: Successfully integrated on-site and virtual participation with minimal technical issues  
  
Testimonial:  
“[Your Company Name] ensured our hybrid event was a huge success, managing every technical detail.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon event completion.  
Confidentiality: All event content and data will be kept confidential.  
Client Responsibilities: Provide access to venue and content materials.  
Rescheduling: Subject to availability with [X] days’ notice.

# Acceptance

To approve this hybrid event technology setup proposal and confirm scheduling, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Authorized Representative]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_