

# Orland Park Civic Center Audio Visual Request

November 25, 2014

**Mayor McLaughlin, Village Trustees, Mr. Paul Grimes**

The Village of Orland Park requested bids for the Civic Center Audio/ Video Equipment in March 2014. The Village received responses from qualified vendors, budgeted an amount that was sufficient to outfit the Civic Center with this much needed upgrade and the proposal was sent to the Finance Committee where it was tabled.

The Civic Center has a new general manager and a new direction. The general manager has been actively marketing the Civic Center to numerous business groups and making the needed contacts we've always wanted. In addition they have been adding amenities to meet the needs of today's consumers: Coffee, water, breakfast, lunch options and more

If the Civic Center is to compete it needs AV upgrades.

3 to 5 times per week customers ask if we have AV equipment, followed by WiFi and then what is the bandwidth. Often times not having any projectors or screens is a deal breaker and the customer hangs up! Some clients will bring their own equipment but too often they seek a venue that has those amenities.

According to Cindy Kelly the Civic Center General Manager the first question businesses ask us is what kind of audio visual do we have at the Civic Center.

**5<sup>th</sup> Third Bank – Booked event**

**Jercon Finance – Financial Seminar – Booked Event**

**BMO Harris – Booked their Holiday Party plus one personal party**

**Keough & Moody – Financial Rep – multiple events**

**Art Van Furniture is having their training seminars with us and would love to see monitors at the facility – multiple events**

**We have a Multi-Chamber Business to Business event booked for January 13<sup>th</sup>. Our direction is to provide business organizations meeting space and utilize the Civic Center more productively. Many of the renters including our biggest renter have been requesting screens for over a year and we are concerned we may lose them.**

**The Civic Center Authority Board requests new Audio Visual equipment.**

**The Board understands the RFP's from March may be outdated; newer more affordable options may be available and a fresh look at the Civic Center AV needs from outside sources may be needed.**

**The Board will develop policy/ procedures for AV use.**

**The Board will set restrictions on what is played & who controls the devices.**

**The Board will set hourly rates, daily rates and pricing with the intent to recoup the cost of equipment within 12 to 18 months and the total cost within 36 months.**

**The Board is requesting funding from the Village.**

**The Civic Center goal is to be more resourceful and responsive to our customer needs and turn them into long term clients.**

**Currently we have nothing to offer. We would like to discuss the upgrade with the Finance Committee and make a presentation to the entire Village Board.**

**Sincerely**

A handwritten signature in black ink, appearing to read "Denis Ryan", with a long horizontal flourish extending to the right.

**Denis Ryan  
Chairman of the Civic Center Authority Board  
708-532-9700**