

Enterprise AV Proposal Comparison Worksheet

Compare the scope first. Record what each proposal includes, excludes or assigns to another party.

EVENT OR PROJECT		REVIEW DATE		DECISION OWNER	
SCOPE CHECK	WHAT TO COMPARE	PROPOSAL A	PROPOSAL B	DECISION NOTES	
Rooms and active hours	General session, breakouts, overflow and remote audience				
Schedule	Load-in, setup, rehearsal, show and strike				
Crew coverage	Named roles, calls, day length and overtime				
Technical systems	Audio, video, lighting, staging and playback				
Deliverables	Recording, streaming, remote feeds, captions and files				
Venue-controlled costs	House labor, union, internet, power and rigging				
Taxes, fees and expenses	Tax, service fees, transport, parking and meals				
Commercial terms	Deposit, payment schedule, cancellation and changes				
Displayed total	Enter the total shown in each proposal				

Companion worksheet for Westwave AV's *The Anatomy of an Enterprise AV Proposal*
If a cost is excluded, name who owns it and where it appears in the full budget.