June 4, 2020

Michael Maresco  
Town Administrator  
Town of Marshfield  
870 Moraine Street  
Marshfield, MA 02050

Dear Mr. Maresco:

Thistle Communications (TC) proposes to provide production services for the Marshfield Town Meeting to be held at the Marshfield Fairgrounds in Marshfield, MA on June 22, 2020 with a rain date of June 23, 2020. Production package to include the following:

**Screen Package:**

TC to provide two outdoor LED video screens to allow display of video program to the guests in their cars in the parking lot. Screens to be trailer mounted for quick set up and strike. Screen to be 17’ wide by 10’ high and elevated with the bottom of the screen 12’ from the ground. Screens to be supported on a hydraulic mast that is fully rotational. Screens to feature 160 degree of horizontal viewing angle. Screen to feature 6mm high resolution panels and include all required processing (including redundancy units) and cabling.

**Audio System:**

TC to provide audio to support the program to include six (6) hardwired microphones at the stage for the moderator, presenter and committee members. Two (2) additional wireless microphones to be positioned in the parking lot for citizens to address the group. The sound system to include speakers to provide open air reinforcement to the front area of the parking lot as well as an FM transmitter to allow attendees in their cars to listen to the program. Speakers on stands to be positioned by the two small tents designated for “voting” and “non-voting” attendees. Additional small fold back speakers to be positioned on the stage for stage participants to hear.
Camera Switch and Video Package:

TC to provide a complete HD camera/switch package to provide video coverage of the action on the stage as well as the display of the town’s laptops. System to include three high definition broadcast cameras with triax backs on tripods with studio set ups, CCUs and all required accessories. One manned camera to be positioned in front of the stage on a riser for “head-on” coverage of the stage participants. Two cameras to be set up as “reverse angle” to be able to capture the audience members standing at the microphones in the audience. System to include multi-format video switcher to allow seamless switching between cameras and the town’s laptop computers.

TC to provide interface devices for town’s laptops to allow the display of any graphics, logos, slides, etc. TC to provide a complete program feed to local access for town broadcast. TC to provide an HD video record deck to provide a high quality recording of the program.

TC to provide three flat screen monitors to allow stage participants to view the slides.

Stage:

Thistle Communications to provide a stage with integrated roof. Stage to be 32’ wide by 22’ deep by 4’ high. Stage to have full roof covering with trim height of approximately 16’. Stage to include two sets of stair units, stage railing and skirting on the front. Stage to have light fixtures supported on the roof structure to illuminate the stage area.

Miscellaneous:

Thistle Communications to provide electrical power distribution equipment to energize all of the TC equipment with additional outlets for use by the town. Equipment to include all required feed cable, distribution panels and secondary circuit receptacles and cabling.

TC to provide cable covers to be used on any roadway or walkways where there may be traffic.
Labor:
Thistle Communications to provide all labor required to install, operate and remove the above equipment. Crew to include:

(1) Video director/switcher
(3) Camera operators
(1) Video engineer/shader
(1) Screen technician
(1) Audio engineer
(1) Stage technician

Price for all the above services for June 22, 2020 $19,065.00
Price to hold all equipment for rain date of June 23, 2020 $7,850.00

Please contact me if you have any questions about this proposal. I look forward to hearing from you and working with you on this project.

Regards,

Jay Arthur
Event Production Manager
Thistle Communications