

Request for Proposal: 2026 RHY National Grantee Training – Event Production

Purpose: The following spec sheet is intended to provide information to qualified, interested event production companies to enable them to respond with a detailed proposal.

Event Profile: The Runaway and Homeless Youth National Grantee Training is a federally funded three-day training designed to support those federally funded grantees work, provide opportunities for peer-to-peer learning, and share evidence-based approaches within the field of runaway homeless youth serving programs locally, regionally, and nationally.

Event dates: November 17-20, 2026
(This does not include set up or strike dates)

In-person event location: Omni Dallas Hotel
555 S. Lamar Street
Dallas, TX 75202

Estimated attendance: 900 in-person; 100+ virtually

Sample Event Schedule :

Tuesday, November 17 (NT Day – Pre-Training Sessions)		
Time	Function	Function Space
12:00 pm – 7:00 pm	Check in / Info Desk Open	Dallas Ballroom Foyer
1:00 pm – 5:00 pm	Afternoon Pre-institute 1	Trinity Ballroom 123
1:00 pm – 5:00 pm	Afternoon Pre-institute 2	Trinity Ballroom 567
1:00 pm – 5:00 pm	Federal Team Meeting	Dallas A
3:00 pm – 5:00 pm	Table-Top Exhibitor set up	Dallas Ballroom Foyer
3:00 pm – 5:00 pm	YYA Led Plenary Rehearsal	Dallas Ballroom DH
Wednesday, November 18 (NT Day 1)		
Time	Function	Function Space
7:00 am	Check in / Info Desk Open	Dallas Ballroom Foyer
7:30 am – 8:30 am	Opening Plenary Rehearsals	Dallas Ballroom DH

8:00 am – 9:00 am	Light breakfast/ Networking/ Exhibits Open	Dallas Ballroom Foyer, welcomed to bring into Dallas Ballroom DH (when rehearsals are over), Dallas Ballroom Foyer
8:30 am	Doors to Ballroom Open	Note: doors will open earlier if rehearsals end early.
9:00 am – 10:30 am	Opening Plenary	Dallas Ballroom DH
10:30 am – 11:00 am	Break, Table-top Exhibits Open	Dallas Ballroom Foyer
11:00 am – 12:30 pm	Workshop Block A	Dallas A: Estimate 130 in rounds Dallas B: Estimate 200 in rounds Dallas C: Estimate 200 in rounds Dallas E: Estimate 200 in rounds Dallas F: Estimate 200 in rounds Dallas G: Estimate 130 in rounds Trinity 123: Estimate 220 in rounds Trinity 48: Estimate 200 in rounds Trinity 567: Estimate 220 in rounds Dallas Ballroom DH (if needed)
12:30 pm – 2:30 pm	Lunch break (on own) Table-top Exhibits Open	Dallas Ballroom Foyer
2:30 pm – 4:00 pm	Workshop Block B	Dallas A: Estimate 130 in rounds Dallas B: Estimate 200 in rounds Dallas C: Estimate 200 in rounds Dallas E: Estimate 200 in rounds Dallas F: Estimate 200 in rounds Dallas G: Estimate 130 in rounds Trinity 123: Estimate 220 in rounds Trinity 48: Estimate 200 in rounds Trinity 567: Estimate 220 in rounds Dallas Ballroom DH (if needed)

Thursday, November 19 (NT Day 2)		
Time	Function	Function Space
7:00 am	Check in / Info Desk Open	Dallas Ballroom Foyer
7:30 am – 8:30 am	YYA Led Plenary Rehearsals	Dallas Ballroom DH
8:00 am – 9:00 am	Light breakfast/ Networking/ Exhibits Open	Dallas Ballroom Foyer, welcomed to bring into Dallas Ballroom DH (when rehearsals are over), Dallas Ballroom Foyer
8:30 am	Doors to Ballroom Open	Note: doors will open earlier if rehearsals end early.
9:00 am – 10:30 am	YYA Led Plenary	Dallas Ballroom DH

10:30 am – 11:00 am	Break, (with light snack) Table-top Exhibits Open	Dallas Ballroom Foyer
11:00 am – 12:30 pm	Workshop Block C	Dallas A: Estimate 130 in rounds Dallas B: Estimate 200 in rounds Dallas C: Estimate 200 in rounds Dallas E: Estimate 200 in rounds Dallas F: Estimate 200 in rounds Dallas G: Estimate 130 in rounds Trinity 123: Estimate 220 in rounds Trinity 48: Estimate 200 in rounds Trinity 567: Estimate 220 in rounds Dallas Ballroom DH (if needed)
12:30 pm – 2:30 pm	Lunch break (on own) Table-top Exhibits Open	Dallas Ballroom Foyer
2:30 pm – 4:00 pm	Grantee Meeting Breakouts	Dallas A: Estimate 130 in rounds Dallas B: Estimate 200 in rounds Dallas C: Estimate 200 in rounds Dallas E: Estimate 200 in rounds Dallas F: Estimate 200 in rounds Dallas G: Estimate 130 in rounds Trinity 123: Estimate 220 in rounds Trinity 48: Estimate 200 in rounds Trinity 567: Estimate 220 in rounds Dallas Ballroom DH (if needed)

Friday, November 20 (NT Day 3)		
Time	Function	Function Space
7:00 am	Check in / Info Desk Open	Dallas Ballroom Foyer
7:30 am – 8:30 am	Closing Plenary Rehearsal, part 1	Dallas Ballroom DH
8:00 am – 9:00 am	Light breakfast/ Networking/ Exhibits Open	Dallas Ballroom Foyer, welcomed to bring into Dallas Ballroom DH (when rehearsals are over), Dallas Ballroom Foyer
8:30 am	Doors to Ballroom Open	Note: doors will open earlier if rehearsals end early.
9:00 am – 10:30 am	Grantee Meeting	Dallas Ballroom DH
10:30 am – 11:00 am	Break / Closing Plenary Rehearsal, part 2	Dallas Ballroom DH
11:00 am – 12:30 pm	Closing Plenary	
11:00 am – 12:30 pm	Table-top exhibitor move out	Dallas Ballroom Foyer

Production Details

Overall Production Details

Production team labor may include: Project Manager, Video Operator(s), Audio Operators, Camera Operator(s), and Lighting Operators.

Meeting Rooms / Breakouts

The meeting room presentations will be facilitated for an in-person audience only. Equipment needed will include, but is not limited to: Screens and projectors (or monitors), laptops, handheld and lapel microphones, Speakers, Language interpretation equipment, slide advancers, 2 printers, hardline internet for registration area, extension cords and/or power strips, and confidence monitor(s). Youth Collaboratory will be responsible for all post-production work associated with the recordings.

Ballroom / Plenaries

Mainstage presentations will be for both an in-person and virtual audience. The mainstage presentations include opening and closing keynotes, as well as a panel discussion. Equipment needed may include, but is not limited to: Hardline internet, Camera, Video switchers, Screens and projectors (or monitors), Handheld and lapel microphones, Speakers, Language interpretation equipment, Slide advancers, and Confidence monitor(s). The plenaries will be livestreamed. The plenary recordings will be posted to a Learning Management System for future playback.

Translation Services

We will be providing Wordly translation services to grantees upon request. Equipment needed for this includes: 8 tablets with chargers for attendee use, 8 audio mixer cords (1/4 inch male connector).

Additional Needs

We will also require a monitor with sound in our Sensory space (Fair Park 1); 2 extension cords in the lactation space (space TBD); extension cords in the Registration area (Dallas Ballroom Foyer); and likely additional extension cords for the table top exhibits (number of exhibits is 5-10, TBD).

Proposals will be evaluated on the following information:

1. Experience working with virtual event platform Cvent.
2. Experience in hosting hybrid events with 1,200+ attendees.
3. Demonstrated flexibility with deadlines and last-minute changes.
4. Clearly identify production internet needs and cost.

5. Technical support prior to and day of live events with a demonstrated ability to quickly and creatively solve problems.
6. Overall cost and outlined savings opportunities.
7. Knowledge and experience of working with federal government funded programs and staff.
8. Knowledge and experience of working with youth and young adults as planning partners and presenters.

Address your responses to Emily Bopp at emily@youthcollaboratory.org

AVAILABLE DATE FOR INQUIRY MEETINGS:	9/4/2026
DEADLINE FOR ALL RESPONSES:	9/18/2026
ANTICIPATED DECISION:	10/2/2026