

# EVENT REQUEST FOR PROPOSAL TEMPLATE EXAMPLE

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UPCOMING EVENT

Illuminate Summit

RFP RELEASE DATE

MM/DD/YY

PREPARED BY

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## ABOUT OUR EVENT

We are delighted to release this Request for Proposal (RFP) on behalf of BrightLight Events, a leading event management company. This RFP aims to solicit proposals from qualified vendors capable of providing comprehensive event services for the upcoming "Illuminate Summit," an industry-leading conference focused on innovation and technology in renewable energy.



## EVENT INFORMATION

- Event Name: Illuminate Summit 20XX
- Event Date: October 10-12, 20XX
- Event Duration: Three days
- Event Location: The Grandiose Convention Center
- Expected Number of Attendees: Anticipated attendance of approximately 800 delegates from across the renewable energy sector.

## PROJECT SCOPE

We are seeking proposals for the following event services:

1. Catering Services: Gourmet catering for breakfast, lunch, and refreshments throughout the event.
2. Audiovisual Equipment: State-of-the-art AV equipment for keynote presentations, workshops, and panel discussions.
3. Entertainment: Evening reception entertainment suitable for an audience of industry professionals.
4. Event Decor and Theming: Unique and innovative theming and decor in line with renewable energy

## REQUIREMENTS AND EXPECTATIONS

We expect vendors to align their proposals with the summit's overarching theme of sustainability. Creativity and innovation in service delivery that resonates with our audience's values will be highly appreciated.

## SUBMISSION GUIDELINES

- Submission Deadline: June 30
- Preferred Submission Method: Email submissions to Procurement Manager
- Contact Information for Inquiries: For any queries, please contact Sarah Johnson, Procurement Manager, at (555) 123-4567.

## SELECTION CRITERIA

Proposals will be evaluated based on:

- Experience: Demonstrated expertise in delivering event services for industry-focused conferences.
- Pricing: Competitive and transparent pricing aligned with service offerings.
- References: Positive client references and feedback from similar events.
- Alignment with Event Theme: Creativity and innovation in proposing services aligned with sustainability.

## BUDGET INFORMATION

- Budget Range: \$150,000 - \$200,000
- Budget Constraints: Prioritization of sustainable practices within the allocated budget.

## TERMS AND CONDITIONS

Please refer to the attached document outlining terms, conditions, and legal requirements pertinent to the event services RFP.

## PROPOSAL FORMAT

- Introduction: Company overview and expertise in event services.
- Services Offered: Detailed service offerings aligned with sustainability goals.
- Pricing: Clear pricing structure for the proposed services.
- References: Client testimonials and case studies related to similar events.

## EVALUATION PROCESS

- Review Process: Rigorous evaluation by the procurement team and event managers.
- Timelines: Vendor selection and contract finalization by August 15.

## CONTACT INFORMATION

For inquiries related to the Illuminate Summit RFP, please contact: Sarah Johnson, Procurement Manager, at (555) 123-4567.

## ATTACHMENTS AND APPENDICES

- Venue floor plans
- Event schedule overview
- Sample event theming ideas

## **DISCLAIMER**

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