**VIRTUAL EVENT REQUEST FOR PROPOSAL TEMPLATE**

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| PREPARED BY |  |   |   | Monitor with solid fill  |   | DATE |  |  |   |

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| Name |   | MM/DD/YY |
| 1. INTRODUCTION |   |   |   |   |   |   |   |   |   |   |
| Briefly introduce your organization and the purpose of the RFP. Mention the event's name, date, and any other relevant background information. |
| 2. VIRTUAL EVENT DETAILS |   |   |   |   |   |   |   |   |   |
| • Virtual Event Name: [Enter Virtual Event Name]• Virtual Event Date: [Enter Virtual Event Date]• Virtual Event Platform: [Specify the Virtual Event Platform]• Virtual Event Duration: [Enter Virtual Event Duration]• Expected Number of Virtual Attendees: [Enter Expected Number of Virtual Attendees] |
| 3. SCOPE OF VIRTUAL EVENT SERVICES |   |   |   |   |   |   |   |
| Please provide proposals for the following virtual event services and components. You may submit proposals for one or more of the listed services:1. Virtual Event Platform: [Specify platform requirements and features]2. Technical Support: [Detail technical support requirements for the virtual event]3. Audience Engagement Strategies: [Outline strategies for engaging the virtual audience]4. Registration and Ticketing Systems: [Specify registration and ticketing system needs]5. Other Services: [If there are additional virtual event services or components needed, specify them here] |
| 4. VIRTUAL EVENT SUBMISSION GUIDELINES |   |   |   |   |   |   |
| • Submission Deadline: [Enter Submission Deadline]• Preferred Submission Method: [Specify Submission Method]• Contact Information for Inquiries: [Provide Contact Information] |
| 5. SELECTION CRITERIA |   |   |   |   |   |   |   |   |   |
| Proposals will be evaluated based on the following criteria:• Experience with Virtual Events: Demonstrated expertise in managing virtual events.• Technical Proficiency: Ability to manage virtual event platforms and technology effectively.• Pricing: Competitive and reasonable pricing for the proposed virtual event services.• References: Positive references and client feedback related to virtual events. |
| 6. VIRTUAL EVENT BUDGET INFORMATION |   |   |   |   |   |   |
| • Virtual Event Budget Range: [Specify Budget Range]• Budget Constraints: [If applicable, detail any budget constraints or guidelines specific to virtual events] |
| 7. TERMS AND CONDITIONS FOR VIRTUAL EVENTS |   |   |   |   |   |
| Please note any terms, conditions, or legal requirements that service providers should be aware of, including data security, privacy, and technical support agreements specific to virtual event platforms. |
| 8. PROPOSAL FORMAT FOR VIRTUAL EVENTS |   |   |   |   |   |   |
| Please structure your proposals to include the following sections:• Introduction: Provide a brief introduction of your company or services.• Virtual Event Services Offered: Detail the virtual event services you are proposing, including specifications and customization.• Pricing for Virtual Event Services: Clearly outline your pricing structure for the proposed virtual event services.• References for Virtual Events: Provide client references and any relevant case studies related to virtual events. |

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| 9. EVALUATION PROCESS FOR VIRTUAL EVENTS |   |   |   |   |   |   |
| • Review Process: Describe the process for reviewing and selecting service providers for virtual events.• Timelines for Virtual Events: Include key milestones and timelines related to the virtual event vendor selection process. |
| 10. CONTACT INFORMATION FOR VIRTUAL EVENTS |   |   |   |   |   |
| For any inquiries or clarifications related to the Virtual Event RFP, please contact: [Your Contact Name] [Your Contact Email] [Your Contact Phone Number] |

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