**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11926&utm_source=template-word&utm_medium=content&utm_campaign=Virtual+Event+Request+for+Proposal-word-11926&lpa=Virtual+Event+Request+for+Proposal+word+11926)VIRTUAL EVENT REQUEST FOR PROPOSAL TEMPLATE**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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] | | | | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |