**EVENT MANAGEMENT REQUEST
FOR PROPOSAL TEMPLATE**

RFP

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| PREPARED BY | Name |   |
| DATE | MM/DD/YY |   |

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| INTRODUCTION | * Introduce your organization and the purpose of the RFP.
* Provide a brief background on your past events and your organization's approach to event management.
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| EVENT MANAGEMENT NEEDS | * Specify the type of event management services you are seeking (e.g., full-service event planning, logistics coordination, on-site management).
* Clarify whether you are looking for end-to-end event management or specific services within the event management process.
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| EVENT OVERVIEW | * Briefly describe the event, its goals, and the atmosphere you wish to create.
* Provide key details such as the event date, duration, and any significant themes or elements.
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| EVENT MANAGEMENT SERVICES REQUIRED | * Detail the specific event management services you need, including pre-event planning, coordination on the day of the event, and post-event wrap-up.
* Specify if you require assistance with vendor management, logistics, attendee registration, or any other specific aspects of event management.
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| EXPECTATIONS AND DELIVERABLES | * Clearly outline your expectations from the event management team.
* Specify the deliverables you anticipate, such as event timelines, coordination plans, and post-event reports.
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| BUDGET AND PAYMENT TERMS | * Provide a budget range or expectations for the event management services.
* Include any budget constraints, payment terms, and milestones for payments.
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| EXPERIENCE AND REFERENCES | * Detail the level of experience and expertise you expect from the event management team.
* Request references from similar events they have managed in the past.
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| SUBMISSION GUIDELINES | * Specify the submission deadline and the preferred method for sending proposals.
* Provide contact information for inquiries or clarifications.
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| SELECTION CRITERIA | * Outline the criteria for evaluating proposals, including experience, proposed approach, understanding of your event, and cost.
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| CONTRACT TERMS AND CONDITIONS | * Highlight any terms, conditions, or legal requirements specific to event management services.
* Include details on insurance, liability, and any necessary permits.
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| PROPOSAL FORMAT | * Explain the structure and format you expect for the proposals, emphasizing sections on approach, timeline, team qualifications, and cost breakdown.
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| EVALUATION PROCESS | * Describe the process for reviewing and selecting the event management team.
* Include key milestones and timelines related to the vendor selection process.
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| CONTACT INFORMATION | * Provide the contact details of the person responsible for managing the RFP and handling inquiries.
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| ATTACHMENTS AND APPENDICES | * Include any additional documents or attachments relevant to the RFP, such as venue specifications, event schedules, or specific requirements for the event management team.
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