**[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=Event+Request+for+Proposal+Example-word-11926&lpa=Event+Request+for+Proposal+Example+word+11926)EVENT REQUEST FOR PROPOSAL TEMPLATE EXAMPLE**

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| UPCOMING EVENT |  |  |  | |  | |  | | --- | |  | |  |  |  |  | |  |
| Illuminate Summit | | | | | |  |  |  |  |  | |  |
| RFP RELEASE DATE |  |  |  | |  | Row of seated people clapping hands at work event |  |  |  |  | |  |
| MM/DD/YY | | | | | |  |  |  |  |  | |  |
| PREPARED BY |  |  |  | |  |  |  |  |  |  | |  |
| Henry McNeal | | | | | |  |  | | | |
| 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 | |  |  | |  | PROJECT SCOPE | | |  |  | |  |
| • 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. | | | | 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 | | | | | | | | | | |

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