



## **Request for Proposal 2024 Special Event Season, Production Partner**

The West Town Chamber of Commerce ("WTCC") is seeking a full-service special events production company ("Contractor") to provide pre-production and event operations services for the 2024 Special Events, Street Festival Season ("Festivals")

### **Do Division Street Fest**

May 31, June 1-2, 2024

5:00-10:00pm, & 12:00-10:00pm

2000-2200 W. Division Street

### **West Fest Chicago**

July 12-14, 2024

5:00-10:00pm, & 12:00-10:00pm

1800-2000 W. Chicago Avenue

### **Dancing in the Streets**

August 2-4, 2024

5:00-10:00pm, & 12:00-10:00pm

1700-1800 W. Hubbard Avenue

### **Proposal Submissions:**

Proposals must be submitted to the West Town Chamber of Commerce no later than 5:00pm Thursday, December 5, 2023. WTCC is available for a pre-submission discovery call, and proposals, appointment requests and any related correspondence should be via email to Kate Ziyad, at [KZiyad@WestTownChamber.org](mailto:KZiyad@WestTownChamber.org)

All proposals should include at the minimum: custom cover sheet detailing relevant experience and unique proposition and be accompanied by cost breakout with line items, lists of relevant previous subcontracted agencies, 3 client references, and examples of similar events produced.

### **Scope of Work:**

Pre-Production

Event Operations Planning & Management

Vendor & Sponsor Coordination

Responsibilities to include, but not limited to: Figure 1.

### **Figure 1: Required Services to Include**

#### **Vendor & Sponsor Coordination:**

- Assist WTCC with distribution of WTCC prepared applications, sponsorship solicitations, and festival information to Contractor networks
- Assist WTCC in preparation and organization of subcontracted materials for vendor/food vendor/sponsor/exhibitor
- Determine vendor/food vendor/sponsor/exhibitor locations assignments in coordination with WTCC to guarantee elevated end user experience and achieving objective of event
- Create logistics plan & schedule for all vendor/food vendor/sponsor/exhibitor in coordination with production schedule
- Assist WTCC with on-site needs of vendor/food vendor/sponsor/exhibitor

#### **Event Operations Planning & Management:**

- Provide Production Manager & Site Operation teams to manage the production elements of the events and to maintain on-site presence on behalf of WTCC.
- Contract and provide all necessary production & operations crew for load-in, run of event, and load-out for elements
- Manage all elements of Installation, Run of Event, and Load-Out during duration of events.
- Provide Production Manager & Site Operation teams to manage the production elements of the events and to maintain on-site presence on behalf of WTCC
- Provide all necessary operations & productions crew and equipment for all phases of the events. WTCC to approve proposed, contracted or additional staff needs
- Production Manager & Site Operations shall oversee all on-site elements, material and service providers as sub-contracted, and perform as Chief Operations Officer during run of event in coordination with WTCC
- Contractor shall coordinate with WTCC while maintaining oversight of all subcontracted departments related to the event
- Site operations Manager and WTCC shall co- liaise with any governing agencies and local first-responders in coordination with Contractor provided emergency plans

#### **Pre-Production:**

- Preparation and submission of applicable permit applications & all supporting documents, associated fees in coordination with WTCC.
- Create & provide WTCC with event site plan, and provide revisions as needed in coordination with WTCC
- Provide WTCC with operations needs list and coordinated site map, including but not limited to, tents, electricity, barricades, etc.
- Create & provide street closure, traffic, parking plans and liaise with appropriate governing agencies
- Create & manage production schedule including all subcontracted schedules

- Liaise operations needs with City departments on WTCC's behalf
- Contract & Coordinate all equipment and services required to produce and manage events and guarantee elevated end user experience and achieving objective of events
- Assist WTCC in identifying potential on-site needs and potential resources to overcome challenges
- Create Events Logistics Plan & Schedule including individual department specific resources, and emergency event plans.
- Create & manage subcontractor & trucking schedule for all operations needs, as well as vendor, sponsor, and WTCC specific needs. Including heavy equipment needs including but not limited to forklifts and golf carts.
- Assist WTCC with any documentation for Community Outreach, and provide representatives for outreach meetings as needed.
- Create detailed operations plans with site plan breakouts for all necessary elements including but not limited to:
  - Emergency & medical services
  - Safety & security
  - Maintenance & waste removal
  - Fencing & crowd control
  - Lighting & power, generator and temporary power grid
  - Restroom & facilities
  - Tent & Furniture
  - Stage production
  - Radio & Communication