

# Connecticut Regional Convention Committee, Inc.

## REQUEST FOR PROPOSAL ENTERTAINMENT FOR 2024 CONVENTION

[This form can also be downloaded at [www.ctrzna.org](http://www.ctrzna.org)]

**Organization.** Connecticut Regional Convention Committee, Inc. (CRCC, Inc.)

**Contact Information.**

Joyce R. Entertainment Chairperson – (203) 694-2670

George D. Entertainment Vice Chairperson – (860) 983-5479

joyceried1124@gmail.com

Or Mail to:

Connecticut Regional Convention Committee, Inc  
Entertainment Subcommittee  
3000 Whitney Avenue, Suite 235  
Hamden, CT 06518

**Timetable.** The following timetable will govern all Requests for Proposals.

EVENT	DATE
Issue Request for Proposal	August 8, 2023
Deadline to Submit Proposal	September 12, 2023
Deadline to Negotiate Contract	October 10, 2023
Selection of Vendor(s)	November 13, 2023

## ENTERTAINMENT PROPOSAL FORM

**Organization.** Connecticut Regional Convention Committee, Inc. (CRCC, Inc.)

**Profile.** CRCC, Inc. is a non-profit Connecticut corporation operating exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. CRCC, Inc. is formed to manage and direct a Regional Convention for the Connecticut Region of Narcotics Anonymous.

**Purpose.** This Request for Proposal ("Proposal") is designed to obtain bids from vendors ("Vendors") to provide entertainment for the 2024 Connecticut Regional Convention of Narcotics Anonymous ("Convention").

**The Event.** CRCC, Inc. conducts an annual Regional Conventions in the State Connecticut. The Convention is held on the first full weekend after the New Year (*January 1<sup>st</sup>*). The Convention runs from Friday afternoon (*around 3:00 p.m.*) until Sunday at noon. The Convention consists of non-stop meetings and workshops geared toward the primary purpose of Narcotics Anonymous, which is to carry the message of recovery from addiction to the addicts who still suffer. In addition to around-the-clock meetings throughout the weekend, the Convention also consists of the various types of entertainment listed in this Proposal.

**Convention Dates.** The dates for the Convention are January 5, 6, and 7, 2024.

## VENDOR INFORMATION/PROPOSAL

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - Contact Person: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ - Email: \_\_\_\_\_

Tax Identification Number (TIN) / Social Security Number (SSN) \_\_\_\_\_

Event Bid Is Being Submitted For

Amount of Bid

Check Each Event You Are Bidding On

[Amount to be Paid]

**DANCES.** There will be two (2) dances held during the Convention (*Friday and Saturday*). The Friday night dance will begin shortly after the Comedy Show (*approximately 12:00 a.m.*) and the Saturday night dance will begin shortly after the Main Meeting (*approximately 10:30 p.m.*). Both dances are held in the main ballroom of the Convention Hotel.

Disc Jockey (*Friday Night Dance - Approx. 2 ½ hours*) \_\_\_\_\_

Disc Jockey (*Saturday Night Dance - Approx. 4 hours*) \_\_\_\_\_

**COMEDY SHOW.** The Comedy Show consists of one (1) host comedian and one (1) or two (2) additional comedians to perform. The Comedy Show is also held in the Convention Hotel's main ballroom, runs for approximately 2 hours, with an approximate attendance ranging from 300 to 500 attendees.

Comedians (*Comedy Show - Friday Night - Approx. 2 hours*) \_\_\_\_\_

**SUPPORT FOR COMEDY SHOW.** The following supports will be used for the Comedy Show on Friday night.

Disc Jockey (Lighting, Audio and Music) (*Comedy Show - Friday Night*) \_\_\_\_\_

Disc Jockey (Other) (*Fashion/talent Show*) \_\_\_\_\_

**KARAOKE** There are two (2) evenings of Karaoke held during the Convention (*one on Friday night and the other on Saturday*) both beginning shortly after the main meetings (*approximately 10:30 p.m.*). The events will run for approximately 4 hours from the time they start.

Disc Jockey - Karaoke (*Friday and Saturday Night*) \_\_\_\_\_

**MAIN MEETINGS: The Friday and Saturday Night Main Meetings** are held in the main ballroom with a theatre-style set-up (*1,200 capacity*). Both meetings begin at 8:00 p.m. and runs for approximately 2 hours. - **The Sunday Morning Spiritual Meeting** is also held in the main ballroom at 9:00 a.m., in theatre-style set-up.

Disc Jockey (*Audio for Main Meetings, Friday, Saturday and Sunday*) \_\_\_\_\_

Disc Jockey or Live Band (*Music for Saturday Banquet*) \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Special Requests, Accommodations, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VENDOR:

BY: \_\_\_\_\_

Duly Authorized

Date

## ENTERTAINMENT PROPOSAL TERMS

**Acknowledgements.** This Proposal has been designed to include the specific terms upon which CRCC, Inc. is willing to negotiate. Acceptance of these terms, and the Vendor's ability to perform, is hereby acknowledged by the submission of a Proposal.

All Proposals must be submitted with the use of this form and all sections relevant to the vendor and the services being proposed must be filled out completely. All Proposals are binding by the terms proposed. If accepted, the terms of the Proposal (*or the terms negotiated therefrom*) shall establish the Contract between the Vendor and CRCC, Inc. This Proposal will only become a valid Contract between the Vendor and CRCC, Inc. when signed by an authorized member of CRCC, Inc.'s Board of Directors.

As a condition to any Proposal being considered and selected, neither the Vendor, nor anyone working with the Vendor, will possess, consume or otherwise engage in any use of drugs (*including alcohol*) before or during performance. The Vendor further acknowledges that, if they remain at the Convention after services have been rendered that they will remain bound not to possess, consume or otherwise engage in any use of drugs (*including alcohol*).

**Indemnity.** All Vendors hereby agree to indemnify and hold CRCC, Inc. and the Convention Hotel harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action associated with their equipment and/or personnel.

**Merchandise Sales Prohibited.** Vendor acknowledges that the sale of any merchandise including but not limited to CD's, tapes and other promotional items is prohibited while performing at the Convention

**Multiple Bids.** If you would like to submit a bid for more than one event, you may submit one form that includes all bids.

**Minimum Equipment Required.** (*The description below is merely an example and not a specific list of equipment needed*)

**Disc Jockey: Sound Reinforcement,** 1 Wireless Microphone, 1 Professional DJ Mixing boards, 2 Professional DJ turntables or 2 Professional DJ CD players, 2 Amplifier (1600 W @ 4Ω per channel each) , 1 equalizer 31-band, 1 crossover, 2 Full range speakers (1200 W RMS each @4Ω), 2 Sub woofer speakers (1200 W RMS each @4Ω) - **Lighting and Other** - 1 Professional DJ DMX Controller II, Light Truss, 2 Laser Action Light Fixtures, 1 Rotating Spot, 1 Vertigo, 1 Sunflower

**Karaoke:** CD+G/VCD/DVD Player(s) (*at least two players of main selection media for quicker transition from song to song*), Two (2) 13 to 16 inch monitors. Amplifier(s) with a wattage rating of at least 50 watts over Speaker rating. One (1) pair of main house Speakers and additional matching two-way 15 inch 90 degree speakers. Mixer with sufficient channels to support all audio devices (*Microphones, player's, tape, etc.*). At least two (2) or three (3) microphones (*wireless for quicker setup and safer show use*). Graphic equalizer with feedback filtering. Karaoke music selection (*a variety of well known hits*). Karaoke Selection Directories (*4 to 6 copies, each book should have sections sorted by Artist, and Song Title*). All relevant wiring, gaffer tape, Microphone stands, Karaoke request slips, pens.

**FOR BOARD OF DIRECTORS USE ONLY**

**Contract Amount**

**Approved**

**ENTERTAINMENT SUBCOMMITTEE BUDGET**

<input type="checkbox"/> Dis Jockey ( <i>Friday Night Dance</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Disc Jockey ( <i>Saturday Night Dance</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Disc Jockey ( <i>Light, Sound and Music for Comedy Show</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Disc Jockey ( <i>Friday Night Karaoke</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Disc Jockey ( <i>Saturday Night Karaoke</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Disc Jockey ( <i>Other: Fashion/talent Show</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Comedians ( <i>Friday Night Comedy Show</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other: _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL APPROVED FOR ENTERTAINMENT</b>	\$ _____	

**HOTELS AND HOSPITALITY SUBCOMMITTEE BUDGET**

<input type="checkbox"/> Disc Jockey ( <i>Audio for Main Meetings, Fri, Sat. and Sun</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Disc Jockey or Live Band ( <i>Music for Banquet</i> )	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other: _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL APPROVED FOR HOTELS AND HOSPITALITY</b>	\$ _____	

**SPECIAL REQUESTS, ACCOMMODATIONS, ETC.**

<input type="checkbox"/> _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SUB-TOTAL APPROVED FOR SPECIAL REQUESTS</b>	\$ _____	
<b>TOTAL APPROVED FOR CONTRACT</b>	\$ _____	

CONNECTICUT REGIONAL  
CONVENTION COMMITTEE, Inc.:

BY: \_\_\_\_\_

\_\_\_\_\_

Date

Duly Authorized