

Veterans Ball Request for Proposal (RFP)

Introduction The Veterans Ball, a nonprofit organization dedicated to honoring and celebrating the service of veterans, seeks proposals from qualified venues to host our annual Veterans Ball event. This event is scheduled for November 11th and aims to provide veterans with a memorable evening of recognition, camaraderie, and celebration.

Event Overview

- **Event Name:** Veterans Ball
- **Event Date:** November 11th
- **Event Time:** 1800 to midnight
- **Expected Attendance:** 500-1000 guests (depending on event space and cost)
- **Event Description:** The Veterans Ball will feature a formal dinner, live entertainment, awards ceremony, and dancing. The event aims to create a sense of pride and honor for veterans and their guests.

Proposal Requirements Interested venues are requested to submit proposals that include the following details:

1. Venue Information

- Name of Venue
- Address
- Contact Information
- Overview of the Venue (including capacity, layout options, and any relevant history or unique features)

2. Event Space Details

- Detailed description of the event spaces available for the Veterans Ball
- Floor plans and seating capacity
- Availability of audiovisual equipment and other necessary event technology
- Information on accessibility and compliance with ADA regulations

3. Catering and Menu Options

- Sample menus and catering options

- Information on beverage packages, including alcohol service
- Details on any special dietary accommodations

4. Pricing and Packages

- Detailed pricing for venue rental, including any additional fees (e.g., setup, cleanup, security)
- Available packages or discounts for nonprofit organizations
- Payment terms and conditions

5. Support Services

- Availability of event planning and coordination services
- Information on security and safety measures
- Parking availability and transportation options

6. Partnership Opportunity

- We are seeking a venue that shares our commitment to honoring veterans and is willing to partner with us by offering a significantly reduced rate. This partnership would help us allocate more resources to directly benefit our veterans and enhance the event experience.
- In return for your generosity, your venue will receive prominent recognition as a key partner in our event promotions, media coverage, and on-site branding opportunities.
- Testimonials or references from previous clients, especially for similar events
- Any awards or recognitions the venue has received

Submission Guidelines

- Proposals must be submitted by [Submission Deadline]
- Submit proposals electronically to brandon.winkel@veteransball.us
- For questions or additional information, contact Brandon Winkel at brandon.winkel@veteransball.us or 808-990-4404

Evaluation Criteria Proposals will be evaluated based on the following criteria:

- Suitability of the venue for the event

- Competitive pricing and value
- Willingness to partner with us by offering a reduced rate
- Quality and variety of catering options
- Availability of necessary support services
- References and past performance

Conclusion The Veterans Ball organization looks forward to receiving proposals from interested venues. Our goal is to create a prestigious and memorable event for our veterans, and we seek a venue partner who shares our commitment to excellence and honoring our nation's heroes. We hope to find a venue willing to join us in this mission by offering a significantly reduced rate, allowing us to make the event even more impactful.

Thank you for your interest in hosting the Veterans Ball.

Sincerely,

Brandon Winkel

Director

Veterans Ball Organization

brandon.winkel@veteransball.us

808-990-4404