**EVENT REQUEST FOR PROPOSAL TEMPLATE**

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| UPCOMING EVENT  |   |   |   |   |

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| Event Name |   |   |   |   |   |  |
| RFP RELEASE DATE |  |  |   |   |   |   |   |   |   |  |
| MM/DD/YY |   |   |   | A group of people on snow  |   |  |
| PREPARED BY |  |   |   |   |   |   |  |  |   |   |
| Name |   |  |
| ABOUT OUR EVENT |   |   |   |   |   |   |   |   |   |   |
| Provide a brief introduction to your organization and the purpose of the RFP. Mention the event's name, date, and a brief overview of the event. |   |   |   |   |   |   |
| EVENT INFORMATION |   |   |   | PROJECT SCOPE |   |   |   |
| Include the date(s) and duration of the event. Specify the event location, such as the venue or multiple locations if applicable. Indicate the expected number of attendees. | Describe the specific services or components you are seeking proposals for, such as catering, audiovisual equipment, entertainment, or any other event-related services. |
| REQUIREMENTS AND EXPECTATIONS |   |   |   |   |   |   |   |
| Outline your specific requirements, including any unique features or themes of the event. Mention any special considerations or expectations you have. |
| SUBMISSION GUIDELINES |   |   |   |   |   |   |   |   |   |
| Specify the submission deadline and the preferred method for sending proposals. Provide contact information for inquiries or clarifications. |
| SELECTION CRITERIA |   |   |   |   |   |   |   |   |   |
| Explain how you will evaluate the proposals, including factors like experience, pricing, references, and the ability to meet your event's needs. |
| BUDGET INFORMATION |   |   |   |   |   |   |   |   |   |
| If possible, provide a budget range or expectations for the services you are seeking. Note any budget constraints or guidelines. |
| TERMS AND CONDITIONS |   |   |   |   |   |   |   |   |   |
| Highlight any terms, conditions, or legal requirements that vendors should be aware of, such as payment terms, cancellation policies, and compliance with laws and regulations. |
| PROPOSAL FORMAT |   |   |   |   |   |   |   |   |   |
| Explain the structure and format you expect for the proposals, including sections on services, pricing, past experience, and references. |
| EVALUATION PROCESS |   |   |   |   |   |   |   |   |   |
| Describe the process for reviewing and selecting event service providers. Include key milestones and timelines related to the vendor selection process. |
| CONTACT INFORMATION |   |   |   |   |   |   |   |   |   |
| Provide the contact details of the person responsible for managing the RFP and handling inquiries. |
| ATTACHMENTS AND APPENDICES |   |   |   |   |   |   |   |   |
| Include any additional documents or attachments that are relevant to the RFP, such as floor plans, event schedules, or venue specifications. |

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