



# Request for Qualifications

Brats, Brews & Bands Festival  
September 10, 2022  
[BratsBrewsAndBands.com](http://BratsBrewsAndBands.com)

DATE ISSUED:  
January 17, 2022

SUBMISSION GUIDELINES:  
Submit one digital PDF copy to Megan Schoor, Vice President, at [megan.schoor@gmail.com](mailto:megan.schoor@gmail.com).  
**Proposals must be received by close of business on February 25, 2022.**

## Introduction

The Gateway Rotary Club of Thurston County is seeking an event contractor to supplement and enhance the management, direction, and coordination of its annual fundraising event, the Brats, Brews & Bands Festival (BBB). Proceeds from the event fund the Club's community nonprofit grant program, which provides grant funding to local nonprofits supporting youth and literacy.

For more information about Gateway Rotary Club, please visit [www.GatewayRotary.net](http://www.GatewayRotary.net).

## BBB Overview

The BBB is a one-day music and food festival, scheduled on Saturday, September 10, 2022. The event is held at The Hub in Lacey and/or Huntamer Park in Lacey, Washington. The event is for attendees 21 and older; no minors or pets are permitted. The BBB provides two stages for bands and solo performers to showcase live music. The festival also features a wide selection of beers, ciders, seltzers and wine and several food trucks for a variety of food and beverage options for patrons to enjoy.

The attendance goal for the event is 1,600 individuals to meet revenue goals.

The gates open and music starts at 3:00 PM and the event shuts down by 9:00 PM. The event is preceded by one day of set up, followed by one day of tear down and cleanup of the grounds.

The BBB will have four volunteer shifts:

- **Set up:** Friday, September 9, typically from 12:00 PM to 9:00 PM
- **Opening shift:** Saturday, September 10, from 2:00 PM to 6:30 PM
- **Closing shift:** Saturday, September 10, from 5:30 PM to 10:00 PM
- **Cleanup/Tear down:** Sunday, September 11, from 8:00 AM to 11:00 AM

Gateway Rotary Club members and community volunteers will help with event setup, day-of event support, and cleanup/tear-down the day after the event.

To learn more about the festival, please visit [www.BratsBrewsAndBands.com](http://www.BratsBrewsAndBands.com).

## Event Contractor Scope of Work

Gateway Rotary requires the services of an event contractor for the 2022 Brats, Brews & Bands Festival on September 10, 2022. The event contractor primarily communicates with and is supported by the Club's Vice President, in consultation with the Club President, Club Treasurer, and BBB Committee Chairs.

**The Gateway Rotary Club has budgeted up to \$9,000 for event contractor services.**

At the direction of the Vice President, the event contractor will be responsible for the following areas of work. The areas of work are ordered by the event contractor's level of responsibility:

1. **Administrative and Event Logistics** (primary responsibility)
2. **Facilities and Grounds**
3. **Volunteer Management**
4. **Entrance Gate(s)**
5. **Beverages, Food Trucks, and Vendors**
6. **Bands and Entertainment**
7. **Marketing and Public Image**
8. **Sponsorships** (minimal responsibility)

The Club Vice President and BBB Committee Chairs will execute marketing efforts, recruit sponsorships, and procure the bands and entertainment for the event. This work will require the event contractor to provide consultative feedback or minimal support but will not be a primary responsibility for the event contractor to lead. For each area of work, the event contractor is responsible for the following activities and tasks listed below.

### 1. Administrative and Event Logistics

- **Oversee** contractors, vendors, and suppliers to ensure all aspects of the event space are prepared and ready for the event, to include event setup, the day of event, and take-down the day after the event
- **Prepare and monitor** the physical safety aspects of the event location (i.e.: eliminating tripping hazards before/during/after event, emergency vehicle accessibility, ADA compliance, etc.)
- **Prepare and maintain** event documentation, including written and electronic event planning materials. All materials will belong to Gateway Rotary Club in perpetuity.
- **Direct** staff and volunteers on the day of the event and facilitate operation of event
- **Assist** with obtaining necessary permits/approval from appropriate government entities and arranging the appropriate event facilities
- **Assist** with obtaining necessary event liquor licenses and food handling permits
- **Provide** recommendations to maximize ticket sales and develop a ticket cost scheme

### 2. Facilities & Grounds

- **Direct** the layout and build of the event grounds including but not limited to fencing, electrical, lighting, stage & tent placement, chairs, tables, etc.
- **Direct** the procurement of event equipment (tents, stages, sound systems, sanitary facilities, etc.)
- **Oversee** contracts from those event equipment providers, in accordance with the timeline/deadline calendar established upon approval of the associated expenses by the Vice President and Treasurer

### 3. Volunteer Management

- **Assist** the Volunteer Committee Chair with scheduling volunteers to ensure there are enough volunteers for each shift
- **Direct** volunteers to perform duties and tasks during the four event shifts, with support from the Volunteer Committee Chair and Vice President

### 4. Front Gate

- **Direct** method of event entry and exit, as well as the layout of the admission gate(s) and ticket sales area(s)
- **Oversee** participant entrance to the event and ensure strict compliance with identifying attendee legal age requirements
- **Prepare and distribute** information on the event and food/drink acquisition to attendees, with support from volunteers if needed
- **Track and monitor** data on BBB event attendance
- **Oversee** the sale of tickets on the day of event

### 5. Beverages, Food Trucks, and Vendors

- **Direct** the placement of beverage trucks, food vendors, and other vendors at event
- **Monitor** vendors during event to ensure they meet public health requirements

### 6. Bands & Entertainment

- **Direct** bands and coordinate stage transitions during the event

### 7. Marketing

- **Provide** recommendations for marketing the event, including exposure to the largest relevant market and maximizing the sale of tickets (direct and online), event branding/signage, social media, and BBB website

### 8. Sponsorships

- **Assist** with promoting sponsors on the day of the event, including signage placement, booth space, verbal recognition, etc.
- **Provide** recommendations for sponsorship opportunities

## RFQ Submission

Event contractors are encouraged to reach out with any questions to ensure they fully understand the Club's event needs. By responding to this RFQ, the event contractor agrees they are responsible for understanding the requirements of the RFQ. Gateway Rotary Club reserves the exclusive right to reject any and/or all responses to this RFQ, advertise for new responses to this RFQ, or accept any RFQ response deemed to be in the Club's best interests.

Acceptance of any RFQ should not be construed as a contract, nor shall it indicate any commitment on the part of Gateway Rotary for any future action. The RFQ does not commit Gateway Rotary to pay for any costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

## RFQ Submission Requirements

### Document Format

1. Submit one (1) digital PDF copy. Proposal must include title page, cover letter, resume, references and qualifications.
2. Title Page should include: Gateway Rotary Brats, Brews & Bands RFQ Proposal, your business name, contact name, address, telephone number and e-mail address.
3. Provide a statement of qualifications and capability to perform the services sought by this RFQ, including a description of relevant experience with similar scope. Please reference the list of desired qualifications below. Include brief examples of current and previous projects. Specify the role your company had in the production and management of the events.
4. List at least four current references, preferably for projects within the last three years that are similar in scope, size, and/or value to the work sought by this RFQ. For each reference, include the name, address, email address, and telephone number of a contact person.

### Desired Qualifications

1. Experience, performance ability and/or resources that would establish capability of producing the Brats, Brews & Bands Festival.
2. Ability and commitment to work collaboratively with Gateway Rotary leadership, committees, staff, volunteers and community members.
3. Experience in nonprofit and volunteer operations and management.

## Proposal Evaluations

Gateway Rotary Club will evaluate event contractor proposals based on the demonstrated capacity, cost, experience, production, management strategy, and staffing as it pertains to the scope of work and mission of the Brats, Brews & Bands Festival. The Club has the sole discretion to choose one proposal, more than one proposal or to reject all proposals.

Timeline	Task
1/17/2022	RFQ posted
2/24/2022	Last day to submit questions about RFQ
2/25/2022	RFQ submission deadline
2/26/22 – 2/28/22	Application evaluations
3/1/2022	RFQ awarded

## RFQ Questions

All questions regarding this RFQ should be submitted in writing to [megan.schoor@gmail.com](mailto:megan.schoor@gmail.com) by close of business on February 24, 2022. Thank you for submitting your proposal to the Gateway Rotary Club of Thurston County.