**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11926&utm_source=template-word&utm_medium=content&utm_campaign=Event+Management+Request+for+Proposal-word-11926&lpa=Event+Management+Request+for+Proposal+word+11926)EVENT MANAGEMENT REQUEST   
FOR PROPOSAL TEMPLATE**

RFP

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| PREPARED BY | Name |  |
| DATE | MM/DD/YY |  |

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| INTRODUCTION | * Introduce your organization and the purpose of the RFP. * Provide a brief background on your past events and your organization's approach to event management. | | | | | | |
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| EVENT MANAGEMENT NEEDS | * Specify the type of event management services you are seeking (e.g., full-service event planning, logistics coordination, on-site management). * Clarify whether you are looking for end-to-end event management or specific services within the event management process. | | | | | | |
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| EVENT OVERVIEW | * Briefly describe the event, its goals, and the atmosphere you wish to create. * Provide key details such as the event date, duration, and any significant themes or elements. | | | | | | |
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| EVENT MANAGEMENT SERVICES REQUIRED | * Detail the specific event management services you need, including pre-event planning, coordination on the day of the event, and post-event wrap-up. * Specify if you require assistance with vendor management, logistics, attendee registration, or any other specific aspects of event management. | | | | | | |
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| EXPECTATIONS AND DELIVERABLES | * Clearly outline your expectations from the event management team. * Specify the deliverables you anticipate, such as event timelines, coordination plans, and post-event reports. | | | | | | |
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| BUDGET AND PAYMENT TERMS | * Provide a budget range or expectations for the event management services. * Include any budget constraints, payment terms, and milestones for payments. | | | | | | |
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| EXPERIENCE AND REFERENCES | * Detail the level of experience and expertise you expect from the event management team. * Request references from similar events they have managed in the past. | | | | | | |
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| SUBMISSION GUIDELINES | * Specify the submission deadline and the preferred method for sending proposals. * Provide contact information for inquiries or clarifications. | | | | | | |
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| SELECTION CRITERIA | * Outline the criteria for evaluating proposals, including experience, proposed approach, understanding of your event, and cost. | | | | | | |
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| CONTRACT TERMS AND CONDITIONS | * Highlight any terms, conditions, or legal requirements specific to event management services. * Include details on insurance, liability, and any necessary permits. | | | | | | |
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| PROPOSAL FORMAT | * Explain the structure and format you expect for the proposals, emphasizing sections on approach, timeline, team qualifications, and cost breakdown. | | | | | | |
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| EVALUATION PROCESS | * Describe the process for reviewing and selecting the event management team. * Include key milestones and timelines related to the vendor selection process. | | | | | | |
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| CONTACT INFORMATION | * Provide the contact details of the person responsible for managing the RFP and handling inquiries. | | | | | | |
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| ATTACHMENTS AND APPENDICES | * Include any additional documents or attachments relevant to the RFP, such as venue specifications, event schedules, or specific requirements for the event management team. | | | | | | |

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