**[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+Request+for+Proposal-word-11926&lpa=Event+Request+for+Proposal+word+11926)EVENT REQUEST FOR PROPOSAL TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UPCOMING EVENT |  |  |  | |  | |  | | --- | |  | |  |  |  |  | |  |
| Event Name | | | | | |  |  |  |  |  | |  |
| RFP RELEASE DATE |  |  |  | |  | Row of seated people clapping hands at work event |  |  |  |  | |  |
| MM/DD/YY | | | | | |  |  |  |  |  | |  |
| 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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