

Connecticut Regional Convention Committee, Inc.

REQUEST FOR PROPOSAL ENTERTAINMENT FOR 2018 CONVENTION

[This form can also be downloaded at www.ctrzna.org]

Organization. Connecticut Regional Convention Committee, Inc. (CRCC, Inc.)

Contact Information.

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Connecticut Regional Convention Committee, Inc
Entertainment Subcommittee
3000 Whitney Avenue, Suite 235
Hamden, CT 06518

Timetable. The following timetable will govern all Requests for Proposals.

EVENT	January 5,6,&7 2018
Issue Request for Proposal	June 27, 2017
Deadline to Submit Proposal	August 7, 2017
Deadline to Negotiate Contract	September 4, 2017
Selection of Vendor(s)	September 10, 2017

ENTERTAINMENT PROPOSAL FORM

Organization. Connecticut Regional Convention Committee, Inc. (CRCC, Inc.)

Profile. CRCC, Inc. is a non-profit Connecticut corporation operating exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. CRCC, Inc. is formed to manage and direct a Regional Convention for the Connecticut Region of Narcotics Anonymous.

Purpose. This Request for Proposal ("Proposal") is designed to obtain bids from vendors ("Vendors") to provide entertainment for the 2018 Connecticut Regional Convention of Narcotics Anonymous ("Convention").

The Event. CRCC, Inc. conducts an annual Regional Conventions in the State Connecticut. The Convention is held on the first full weekend after the New Year (*January 1st*). The Convention runs from Friday afternoon (*around 3:00 p.m.*) until Sunday at noon. The Convention consists of non-stop meetings and workshops geared toward the primary purpose of Narcotics Anonymous, which is to carry the message of recovery from addiction to the addicts who still suffer. In addition to around-the-clock meetings throughout the weekend, the Convention also consists of the various types of entertainment listed in this Proposal.

Convention Dates. The dates for the Convention are January 5, 6, and 7, 2018.

VENDOR INFORMATION/PROPOSAL

Company Name: _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ - **Contact Person:** _____

Telephone: () _____ - **Email:** _____

Tax Identification Number (TIN) / Social Security Number (SSN) _____

Event Bid Is Being Submitted For

Amount of Bid

Check Each Event You Are Bidding On

[Amount to be Paid]

DANCES. There will be two (2) dances held during the Convention (*Friday and Saturday*). The Friday night dance will begin shortly after the Comedy Show (*approximately 12:00 a.m.*) and the Saturday night dance will begin shortly after the Main Meeting (*approximately 10:30 p.m.*). Both dances are held in the main ballroom of the Convention Hotel.

Disc Jockey (*Friday Night Dance - Approx. 2 ½ hours*) _____

Disc Jockey (*Saturday Night Dance - Approx. 4 hours*) _____

COMEDY SHOW. The Comedy Show consists of one (1) host comedian and one (1) or two (2) additional comedians to perform. The Comedy Show is also held in the Convention Hotel's main ballroom, runs for approximately 2 hours, with an approximate attendance ranging from 300 to 500 attendees.

Comedians (*Comedy Show - Friday Night - Approx. 2 hours*) _____

SUPPORT FOR COMEDY SHOW. The following supports will be used for the Comedy Show on Friday night.

Disc Jockey (Lighting, Audio and Music) (*Comedy Show - Friday Night*) _____

KARAOKE There is (1) evening of Karaoke held during the Convention (*Saturday*) beginning shortly after the Saturday Main Meeting (*approximately 10:30 p.m.*). The event will run for approximately 4 hours from the time it starts.

Disc Jockey - Karaoke (*Saturday Night*) _____

MAIN MEETINGS: The Friday and Saturday Night Main Meetings are held in the main ballroom with a theatre-style set-up (*1,200 capacity*). Both meetings begin at 8:00 p.m. and runs for approximately 2 hours. - **The Sunday Morning Spiritual Meeting** is also held in the main ballroom at 9:00 a.m., in theatre-style set-up.

Disc Jockey (*Audio for Main Meetings, Friday, Saturday and Sunday*) _____

TOTAL \$ _____

Live Band - (*Saturday Night*) _____

Live Band: The Live Band will perform shortly after the Saturday Main Meeting (*approximately 10:30 p.m.*). The event will run for approximately 3 ½ hours from the time it starts.

Special Requests, Accommodations, etc.

VENDOR:

BY: _____
Duly Authorized Date

ENTERTAINMENT PROPOSAL TERMS

Acknowledgements. This Proposal has been designed to include the specific terms upon which CRCC, Inc. is willing to negotiate. Acceptance of these terms, and the Vendor's ability to perform, is hereby acknowledged by the submission of a Proposal.

All Proposals must be submitted with the use of this form and all sections relevant to the vendor and the services being proposed must be filled out completely. All Proposals are binding by the terms proposed. If accepted, the terms of the Proposal (*or the terms negotiated therefrom*) shall establish the Contract between the Vendor and CRCC, Inc. This Proposal will only become a valid Contract between the Vendor and CRCC, Inc. when signed by an authorized member of CRCC, Inc.'s Board of Directors.

As a condition to any Proposal being considered and selected, neither the Vendor, nor anyone working with the Vendor, will possess, consume or otherwise engage in any use of drugs (*including alcohol*) before or during performance. The Vendor further acknowledges that, if they remain at the Convention after services have been rendered that they will remain bound not to possess, consume or otherwise engage in any use of drugs (*including alcohol*).

Indemnity. All Vendors hereby agree to indemnify and hold CRCC, Inc. and the Convention Hotel harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action associated with their equipment and/or personnel.

Merchandise Sales Prohibited. Vendor acknowledges that the sale of any merchandise including but not limited to CD's, tapes and other promotional items is prohibited while performing at the Convention

Multiple Bids. If you would like to submit a bid for more than one event, you may submit one form that includes all bids.

Minimum Equipment Required. (*The description below is merely an example and not a specific list of equipment needed*)

Disc Jockey: Sound Reinforcement, 1 Wireless Microphone, 1 Professional DJ Mixing boards, 2 Professional DJ turntables or 2 Professional DJ CD players, 2 Amplifier (1600 W @ 4Ω per channel each) , 1 equalizer 31-band, 1 crossover, 2 Full range speakers (1200 W RMS each @4Ω), 2 Sub woofer speakers (1200 W RMS each @4Ω) - **Lighting and Other** - 1 Professional DJ DMX Controller II, Light Truss, 2 Laser Action Light Fixtures, 1 Rotating Spot, 1 Vertigo, 1 Sunflower

Karaoke: CD+G/VCD/DVD Player(s) (*at lease two players of main selection media for quicker transition from song to song*), Two (2) 13 to 16 inch monitors. Amplifier(s) with a wattage rating of at lease 50 watts over Speaker rating. One (1) pair of main house Speakers and additional matching two-way 15 inch 90 degree speakers. Mixer with sufficient channels to support all audio devices (*Microphones, player's, tape, etc.*). At least two (2) or three (3) microphones (*wireless for quicker setup and safer show use*). Graphic equalizer with feedback filtering. Karaoke music selection (*a variety of well known hits*). Karaoke Selection Directories (*4 to 6 copies, each book should have sections sorted by Artist, and Song Title*). All relevant wiring, gaffer tape, Microphone stands, Karaoke request slips, pens.

FOR BOARD OF DIRECTORS USE ONLY

Contract Amount

Approved

ENTERTAINMENT SUBCOMMITTEE BUDGET

<input type="checkbox"/> Dis Jockey (<i>Friday Night Dance</i>)	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Disc Jockey (<i>Saturday Night Dance</i>)	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Disc Jockey (<i>Light, Sound and Music for Comedy Show</i>)	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Karaoke (<i>Saturday Night</i>)	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Live Band (<i>Saturday Night</i>)	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Comedians (<i>Friday Night Comedy Show</i>)	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other: _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL APPROVED FOR ENTERTAINMENT	\$ _____	

HOTELS AND HOSPITALITY SUBCOMMITTEE BUDGET

<input type="checkbox"/> Disc Jockey (<i>Audio for Main Meetings, Fri, Sat. and Sun</i>)	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other: _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL APPROVED FOR HOTELS AND HOSPITALITY	\$ _____	

SPECIAL REQUESTS, ACCOMMODATIONS, ETC.

<input type="checkbox"/> _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
SUB-TOTAL APPROVED FOR SPECIAL REQUESTS	\$ _____	
TOTAL APPROVED FOR CONTRACT	\$ _____	

CONNECTICUT REGIONAL
CONVENTION COMMITTEE, Inc.:

BY: _____

Date

Duly Authorized