

Connecticut Regional Convention Committee, Inc.

REQUEST FOR PROPOSAL ENTERTAINMENT FOR 2010 CONVENTION

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

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

Contact Information.

Joyce R. Subcommittee Chairperson (203) 808-4828

Lisa Marie O. Subcommittee Vice Chairperson – (860) 869-0384

entertainment@ctrca.org

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	DATE
Issue Request for Proposal	August 17, 2009
Deadline to Submit Proposal	September 13, 2009
Deadline to Negotiate Contract	October 11, 2009
Selection of Vendor(s)	November 01, 2009

ENTERTAINMENT PROPOSAL FORM

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 2010 Connecticut Regional Convention of Narcotics Anonymous ("Convention").

The Event. CRCC, Inc. has conducted 24 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 8, 9, and 10, 2010.

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]

Disc Jockey (*Saturday Night - Approx. 5 hours*) _____

Disc Jockey (DJ). There is one (1) dance held during the Convention (*on Saturday*) beginning shortly after the main meeting (*approximately 10:30 p.m.*). The dance will be held in the main ballroom of the Convention Hotel. The dance will run for approximately 4 hours from the time it starts. Attendance at the dance ranges from 300 to 400 attendees.

Comedy Show (*Friday Night*) _____

Comedy Show. The Comedy Show consists of one (1) host comedian and 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 500 to 700 attendees.

Event Bid Is Being Submitted For

Amount of Bid

Check Each Event You Are Bidding On

[Amount to be Paid]

Karaoke (*Friday Night*)

Karaoke (*Saturday Night*)

Live Jazz Band (*Banquet*) (*Saturday Night - Approx. 2 hours*)

Live Jazz Band. The live jazz band provides entertainment for the Ball. A minimum four (4) piece, Jazz Band and vocalist.

Live Jazz Band (*Ball*) (*Saturday Night - Approx. 3 hours*)

Live Jazz Band. The live jazz band provides entertainment for the Ball. A minimum four (4) piece, Jazz Band and vocalist.

Audio/Visual (*Main Meetings Fri, Sat. and Sun*)

Light & Sound (*Comedy Show - Friday - Approx. 2 hours*)

Light & Sound (*Fashion Show - Saturday - Approx. 2 hours*)

Light and Sound/Music Support. Light and sound support is providing for the following events:

Main Meetings: The Friday Night Opening Meeting is held in the main ballroom with a theatre-style set-up. The approximate attendance is between 1,000 – 1,200 attendees. It begins at 8:00 p.m. and runs for approximately 2 hours. - **The Saturday Night Main Meeting** is also held in the main ballroom beginning at 8:00 p.m. and running for approximately 2 hours. The meeting is scheduled after the Convention Banquet. Attendance at the Saturday Main Meeting can range from approximately 1,600 to 1,800+. - **The Sunday Morning Spiritual Meeting** is also held in the main ballroom at 9:00 a.m., in theatre-style set-up for approximately 1,000 in attendance. - **The Fashion Show** will be held on Saturday afternoon from 2 to 4 pm as a form of alternative entertainment. **Comedy Show:** The Comedy Show is also held in the main ballroom, Friday night with an approximate attendance of 500 to 700.

Special Requests, Accommodations, etc.

VENDOR:

BY: _____

Duly Authorized

Date

FOR SUBCOMMITTEE USE ONLY

Contract Amount

Approved

Audio/Visual (*Main Meetings Fri, Sat. and Sun*)

\$ _____

Yes No

Disc Jockey (*Saturday Night*)

\$ _____

Yes No

Comedy Show (*Friday Night*)

\$ _____

Yes No

Light & Sound Comedy (*Friday Night*)

\$ _____

Yes No

Live Jazz Band (*Banquet*) (*Saturday Night*)

\$ _____

Yes No

Live Jazz Band (*Ball*) (*Saturday Night*)

\$ _____

Yes No

Karaoke (*Friday Night*)

\$ _____

Yes No

Fashion Show (*Saturday Afternoon*)

\$ _____

Yes No

Special Requests, Accommodations, etc.

Approved

Yes No

CONNECTICUT REGIONAL
CONVENTION COMMITTEE, Inc.:

BY: _____

Date

Duly Authorized

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 **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. 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.

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 least 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 least 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.