

Request for Proposal (RFP) 2018 Langley Street Dance Entertainment

INTRODUCTION

The Langley Main Street Association (LMSA) is accepting submissions from artists to provide entertainment for the annual Langley Street Dance to be held on July 14, 2018.

The Street Dance will be conducted on Second Street in front of the old Langley Firehouse from the hours of 7-10 p.m. The time will be divided between two groups of entertainers.

The groups selected will be required to enter into a contract with the LMSA agreeing to abide by the terms and conditions included in this RFP.

Each entertainment group will receive \$1,000.00 for their performances. No additional and/or contingency funds will be available for RFP applicants.

ENTERTAINER GROUP SELECTION & APPROVAL CRITERIA

An ad hoc selection panel named by the LMSA will select two entertainment groups.

The following criteria will be used by the LMSA and its ad hoc selection panel during the process of selection, review, and approval of the Street Dance entertainment:

Artistic quality and originality	25 points.
Danceability of music	25 points
Demonstrated community performance exposure.	25 points
Island County or local entertainment groups.	15 points
Presentation of application materials	10 points

After selection of entertainers, the LMSA will notify each group on their position on the program.

ENTERTAINER RESPONSIBILITIES

1. Each group will be represented by a single point of contact.
2. Each group will be responsible for providing a sound tech and for setting up and breakdown of their instruments and sound equipment as directed by LMSA Street Dance Project Manager.
3. The first group on the program must breakdown their equipment expeditiously in preparation for the next set.
4. Each Entertainment group selected, warrants:
 - a. To execute their musical set in a timely and professional manner.
 - b. Maintain an effective working relationship with the Street Dance Project Manager.
 - c. Sole responsibility for delivery, setup and breakdown of all associated musical equipment.
 - d. Acquisition of rights and royalties for music played.

LANGLEY MAIN STREET ASSOCIATION:

1. Will be responsible for obtaining a permit to hold the 2nd Street Dance event.
2. Will be responsible for supplying event marketing, posters, and flyers and media materials.
3. Will provide payment for services to the entertainment group upon completion of their performance.
4. Will not be responsible for loss or damage of entertainer materials and equipment.

APPLICATION GUIDELINES

The application will include the following:

1. Access to a file containing recent work by the group
2. A press kit

TIMELINE

February 8, 2018	Langley Main Street Association issues RFP.
March 30, 2018	Deadline for RFP submissions.
April 16, 2018	LMSA completes review and selection process
April 30, 2018	Contract signing
July 14, 2018	Street Dance performance

Application can be submitted as follows:

1. Email: mainstreet@whidbey.com
2. USPS: Langley Main Street Association
Attention: Michaleen McGarry
PO Box 1226
Langley, WA 98260
3. Hand delivered: 195 Second Street, 2nd Floor in Langley, WA
Office hours are by appointment only. Call 360-929-9333 to arrange/schedule delivery.
For document security, entertainment groups are encouraged to hand deliver their proposals to the LMSA office, obtaining a time and date stamped receipt.

