



Overview

This request for proposals (RFP) has been prepared by the Downtown Seattle Association/Metropolitan Improvement District (DSA/MID) in order to retain the services of a qualified management firm to secure talent for the Downtown Summer Sounds Concert Series.

Proposal Specifications

The contractor is expected to coordinate the entertainment for the Downtown Summer Sounds Concert Series and is expected to perform the following services:

- Audition, book, contract with, and pay the bands/acts directly.
- Agree to and abide by contract for services drafted by and provided by DSA/MID
- Meet with the DSA/MID throughout the planning process to ensure that performers are drawn from a varied, diverse background and have a focus on local bands and musicians that appeal to a large audience.
- Act as liaison between the DSA/MID and the performers, including confirming with the entertainers the time and location of performances, the time and procedures for equipment setup and teardown, and relaying any logistical and/or equipment needs of the entertainers to DSA/MID staff.
- Coordinate with DSA/MID staff with any adjustments to setup and/or performances.
- Be available for a weekly check-in meeting to discuss the upcoming event logistics.
- Work with the professional sound crew, contracted by the DSA/MID, to ensure all performer requirements are within the scope of available sound.
- Provide on-site staff for event set-up through the end of the concert.
- Oversee general concert production.
- Provide any necessary refreshments to the performers.
- Communicate to performers parking restrictions, and plan for parking needs or other arrangements prior to event.
- Arrive on time, ensure performers start on time and perform for the duration of scheduled concerts.

General Concert Scope

The series will include no less than 22 concerts at various locations in downtown Seattle. Primary locations include Westlake Park, Occidental Square and Bell Street Park. The series will run from July 7-September 8, 2023. Concerts will be held Mon-Fri, with the majority during the lunch hour with a few in the early evening to support other planned programming. Exact dates/times are yet to be determined. Additional concerts are expected to be scheduled as negotiated by DSA/MID.

Budget

- Contractor to work with an initial talent budget of \$110,000 or not to exceed \$5,000 per concert.
 - There may be an opportunity for an additional budget for a large series kick-off concert, TBD.
- Propose a cost estimate for performer fees and a separate talent management firm fee.

Submittal Requirements

In the proposal:

- Briefly state how you are qualified to undertake the proposed project.
- List examples of prospective bands/artists that you may book for the Downtown Summer Sounds Concert Series and include at least six leading artists you would look into booking*
*Just for the purpose of this RFP, it is understood that no guarantee is made
- List any similar types of concerts and/or series that you have been involved with that have been similar and how your involvement made them a success.

RFP Submittal

Please submit **one digital copy** via e-mail to ryans@downtownseattle.org

Proposals must be received by e-mail no later than 4:00 p.m. Monday, February 6, 2023.