

## **TEDx Event Management RFP Frequently Asked Questions Updated 8/2/18**

**Q1:** Is the \$12,000 budget for the 'project' including AV, food/beverage, venue, marketing, printing, and event management? Or is this bid just for Event Management?

**A1:** The \$12,000 is for event management only.

**Q2:** How often will the Steering Committee meetings take place and where?

**A2:** Currently the Steering Committee meets the first and third Thursdays of the month on the University of Washington Tacoma campus in Tacoma, WA. The frequency, location, and time are subject to change based on the Committee's identified needs.

**Q3:** For vendors still needed will the event manager be researching and requesting RFPs?

**A3:** The event manager will not need to identify and procure large vendors such as AV, venue, and other sponsors that would require a competitive procurement process. However, they will be tasked with working with selected vendors to support a successful event. The Event Manager may also be asked to identify and connect with entities for smaller event specific needs as determined by the Steering Committee.

**Q4:** Is the event manager in charge of coordinating guest passes to allow speakers and audience members on Base for the event?

**A4:** The event manager will be responsible for coordinating with both the Steering Committee and JBLM entities to get speakers and guests on base, whether through passes or alternative options.

**Q5:** Alternatively, is the audience limited to military families?

**A5:** The event is open to ticket holding members of military families as well as the public.

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**Q6:** Does the selected venue provide A/V equipment on-site, or will the event manager coordinate it from external vendors?

**A6:** The selected venue provides A/V equipment on site, though filming will be contracted out through an external vendor, which the event manager will be expected to coordinate with. Filming vendor selection will not be a duty for the event manager.

**Q7:** Is the steering committee in charge of recruiting event-day volunteers, or does the event manager recruit them?

**A7:** Coordinating volunteer recruitment will be part of the event manager responsibilities, but the Steering Committee will be expected to assist heavily in volunteer recruitment.

**Q8:** Is Pacific Mountain handling the registration for the TEDx Tacoma Event?

**A8:** The registration will be set up through an online portal such as Eventbrite or similar platform, which the event manager will have access to and coordination responsibility over.

**Q9:** What are the purposed event hours for the day of the event?

**A9:** Tentative hours for the event is from 5pm-9pm, setup and rehearsal hours have not yet been determined but tentatively may be 10 hours total on the day of the event. This number is subject to change.

**Q10:** How often are steering committee meetings and are they in person or via conference call?

**A10:** Steering Committee meetings occur the first and third Thursday mornings of the month in Tacoma. More details will be provided to the selected bidder.

**Q11:** What kind of marketing are you looking for (i.e. paper/mailings, eblasts, social media)?

**A11:** Marketing would ideally include but not necessarily be limited to social media, eblasts, press releases and media coverage, flyer placement, as well as word of mouth.

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**Q12:** Will the selected event manager be tasked with creating the P & L/ budget or simply asked to manage it?

**A12:** The selected event manager will be responsible for managing the budget in partnership with PacMtn, with oversight and direction from both PacMtn and the Steering Committee.

**Q13:** Should proposers include samples of work, such as images and timelines?

**A13:** Samples of work may be included in the submission so long as the proposal adheres to the guidelines laid out within the RFP.

**Q14:** Will the selected event manager decide the event's agenda/flow of show and sequence of speakers?

**A14:** No, the Steering Committee will make final determination on the event agenda/flow and sequence of speakers, though the event manager will be consulted for recommendations.

**Q15:** Do you require writing or scripting for the event?

**A15:** There may be some minor scripting or writing for the event in coordination with the MC role.

**Q16:** Will the selected event manager be requested to find the event's MC or speakers?

**A16:** No.