

## Request for Proposal (RFP) for Sound Production Services

**Event Name:** Fête Champêtre – A Luxurious Garden Party Experience

**Issue Date:** February 6, 2025

**RFP Closing Date:** February 21, 2025

**Event Date & Time:** July 26, 2025, 4pm-10pm

**Location:** Middle Branch Park – 3301 Waterview Ave. Baltimore, MD 21230

### Overview of the Event

Fête Champêtre is an exclusive garden party event that elevates the traditional picnic to a sophisticated, high-society experience. This outdoor gathering at Middle Branch Park will offer guests an elegant and immersive atmosphere featuring refined decor and a carefully curated musical ambiance. To enhance the guest experience, we are seeking professional sound production services to ensure flawless audio quality throughout the event.

### Scope of Work

The selected sound production company will be responsible for providing a high-quality audio experience suitable for live music performances, speeches, and background music. Key responsibilities include:

1. **Audio Equipment Provision and Setup:**
  - Supply all necessary audio equipment, including speakers, microphones, mixers, amplifiers, and any other relevant sound systems.
  - Set up and calibrate audio equipment to provide clear, balanced sound throughout the event space.
  - Arrange audio equipment to optimize sound quality for both live music performances and ambient background music.
2. **Sound Engineering and Technical Support:**
  - Provide skilled sound engineers to oversee audio quality, handle sound checks, and adjust levels as needed during the event.
  - Coordinate with performing artists or DJs to manage technical requirements and ensure smooth transitions between segments.
  - Remain on-site throughout the event to troubleshoot any technical issues and maintain consistent sound quality.
3. **Logistics and Coordination:**
  - Manage all aspects of sound production setup, including transport, installation, and removal of audio equipment.
  - Coordinate closely with event staff to ensure seamless integration of sound production with event timelines and spatial layout.
  - Conduct a post-event teardown, ensuring the site is left in its original condition.

### Proposal Requirements

Interested companies must submit the following:

1. **Company Overview:**

- Brief background of the company and experience in providing sound production services for upscale outdoor events.
  - List of notable events or clients served, particularly those involving live music performances or luxury experiences.
2. **Proposed Technical Plan:**
- Overview of sound engineering approach and any relevant technical adjustments for an outdoor, garden party setting.
3. **Budget Proposal:**
- Comprehensive budget breakdown covering equipment rental, setup, technical staff, and any additional charges.
4. **Additional:**
- Any additional information that you believe would be helpful for us in the selection process.
5. **References:**
- At least three references from past clients or events that demonstrate your company's expertise in sound production for upscale or outdoor events.

## Evaluation Criteria

Proposals will be evaluated based on the following factors:

- **Experience and Expertise:** Demonstrated experience with high-profile events requiring premium sound production.
- **Technical Quality:** Suitability and quality of proposed equipment and technical approach for an outdoor, sophisticated event setting.
- **Budget Feasibility:** Transparency and reasonableness of budget proposal.
- **Client References:** Positive feedback from previous clients in comparable event settings.

## Submission Details

Proposals must be submitted by **February 21, 2025** to the following contact:

**Contact Name:** Ashley Bush

**Email Address:** Ashley.Bush@baltimorecity.gov

**Phone Number:** 410-396-6128

## Terms and Conditions:

Baltimore City Recreation and Parks reserves the right to accept or reject any or all proposals without providing a reason. The final decision regarding the sound production company will rest with Baltimore City Recreation and Parks.

We look forward to your proposals and the opportunity to collaborate on this luxurious, one-of-a-kind event.