

Request for Proposal (RFP) for Talent Management Agency

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 and luxurious garden party that transforms the concept of a traditional picnic into an opulent, high-society affair. Set in a picturesque outdoor setting, the event will cater to guests who will experience an ambiance of sophistication and elegance. The space will be enhanced with:

- Tables adorned with intricate tablescapes.
- Elegant floral arrangements.
- Decorative backdrops, providing a charming, visually stunning atmosphere.

For this prestigious event, we are seeking a **talent management agency** to secure a **well-known, national recording artist**, preferably in the genres of **Jazz, R&B, or Neo-Soul**, to perform live and elevate the luxurious experience for our esteemed guests.

Scope of Work

The selected agency will be responsible for:

- 1. Identifying and Securing Talent:**
 - A nationally recognized recording artist in the genres of **Jazz, R&B, or Neo-Soul**.
 - The artist should have a catalog of sophisticated, high-quality music that aligns with the elegant theme of the event.
- 2. Negotiation and Contract Management:**
 - Managing all contract negotiations, ensuring the artist is available on the event date, and handling all necessary legal agreements.
- 3. Logistics and Coordination:**
 - Handling all aspects of travel, accommodation, and technical rider requirements.
 - Coordinating the artist's performance schedule and ensuring timely arrival for sound checks and the main event.
 - Managing all technical aspects, including sound, stage setup, and any other rider needs.
- 4. On-site Management:**
 - Ensuring the smooth execution of the performance, managing any last-minute changes, and being present on-site to oversee logistics.

Talent Requirements

The artist should:

- Be a **well-known, nationally recognized recording artist** in the **Jazz, R&B, or Neo-Soul** genre.
- Have experience performing at high-end, exclusive events.
- Have a reputation for delivering exceptional live performances.
- Align with the sophisticated, luxurious atmosphere of the event.

Proposal Requirements

Interested agencies must submit the following:

1. **Agency Overview:**
 - Background of the agency and experience securing talent for high-end events.
 - A list of notable events or artists previously represented.
2. **Proposed Artist(s):**
 - A short list of proposed national recording artists who fit the event's theme and preferred genres (Jazz, R&B, or Neo-Soul).
 - Artist portfolios, including discography, links to sample performances or music videos, and any relevant press coverage.
3. **Talent Management Plan:**
 - Detailed plan for handling contract negotiations, rider requirements, and on-site management.
4. **Budget Proposal:**
 - A comprehensive budget breakdown, including artist fees, travel expenses, accommodation, and any other related costs.
5. **References:**
 - At least three references from past clients or events that demonstrate your capability to manage high-caliber talent for exclusive events.

Evaluation Criteria

Proposals will be evaluated on the following factors:

- Experience securing high-profile talent for exclusive or luxury events.
- Alignment of proposed talent with the event's theme and audience.
- Agency's ability to handle logistics, rider management, and on-site coordination.
- Budget feasibility and transparency.
- Quality of references and past performance.

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 on the artist and the selected agency rests 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.