



DOWNTOWN P A R T N E R S H I P

Request For Proposal
Downtown Partnership of Baltimore
Annual Meeting Event Planner and Manager

Request for Proposal

Solicitation Issue Date: Tuesday, July 15, 2025			
Solicitation Closing Date: Thursday, July 31, 2025		Solicitation Closing Time: 4:00PM (EST)	
Issued By: Downtown Partnership of Baltimore			
Address: 20 S. Charles St., FL 6, Baltimore, MD 21201			
Telephone Number: 410-244-1030			
Downtown Partnership of Baltimore (DPOB) is a not-for-profit 501(c)6 organization incorporated in Baltimore, MD, founded in 1983, and exempt from all state, federal and local taxes.			
Responses must be received on or before Thursday, July 31, 2025, by 4:00 PM (EST).			
Electronic Responses: Please submit your Proposal in at least 12-point font to: bidders@dpob.org with Subject Line: Annual Meeting Event Planner and Manager RFP#2025-07			
For questions/information: Email lhouse@dpob.org referencing "Annual Meeting Event Planner and Manager RFP#2025-07" in the subject line. Questions/information must be emailed no later than Thursday, July 24, 2025, 4:00 PM (EST). All questions received by the question closing date will be answered within three (3) business days (Tuesday, July 29, 2025) and will be posted on GoDowntownBaltimore.com. <i>Questions sent to bidders@dpob.org will not be answered as this email address is not monitored on a regular basis.</i>			
DPOB reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals if necessary.			
Any objection to the above conditions must be clearly indicated in the proposal.			
In compliance with this RFP and with all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon with DPOB by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
EIN/TIN:			
Print Name	Title	Authorized Signature	Date

Overview:

DPOB is seeking quotes from experienced event planners to manage and execute the organization's Annual Meeting, scheduled for Nov. 5th from 5:30 PM – 8:30 PM and VIP reception from 5:00 PM to 6:00 PM at the M&T Bank Exchange at the France-Merrick Performing Arts Center. The event attracts more than 500 of the area's corporate and civic leaders for an evening of networking, a program highlighting the organization's initiatives, the announcement of the Downtown Baltimore Awards, and more. The planner and manager will oversee many aspects of the event, including coordination with the DPOB team (theme, budget, etc.), vendor management, stage management, and on-site execution. The meeting space includes three levels and a lobby/bar area, with primary focus for décor and furniture on levels one and three.

- Target fee for event planner/manager: \$10,000
- Overall event budget (excluding planner fee): Up to \$30,000

1. Planning & Coordination

- Collaborate with the DPOB team to determine overall event theme, design/décor, layout, and schedules.
- Work within the event budget (to be provided).
- Schedule and attend planning meetings and provide regular progress reports (minimum twice monthly from August 2025 – October 2025).
- Develop and maintain a detailed planning and event timeline and production schedule.
- Ensure alignment between creative vision, operational feasibility, and budget.
- Attend planning meetings, tech rehearsals, and provide DPOB with regular progress reports.
- Serve as point of contact (POC) for vendors contracted through DPOB (venue, F&B).

2. Event Management

- Provide comprehensive event management services, including:
 - Oversight of event flow.
 - Direct communications with special guests and elected officials attending the event.
 - Creating layout/floor plan (created in provided event software).
 - Demonstrated experience with vetting, hiring, and monitoring vendors (excluding DPOB contracts with venue, F&B); manage and serve as the main POC for select third party vendors (including, but not limited to: A/V services, on-site support staff, and rentals).
 - Troubleshooting and decision-making in real time based on DPOB goals and budget.
- Coordinate and oversee:
 - Event setup and breakdown.
 - Vendor load-in/load-out schedules.
 - On-site logistics (excluding registration).
 - Décor (centerpieces, linens, furniture, etc.).

3. Stage Management

- Develop a detailed run-of-show and cue sheet for stage programming.

- Coordinate with performers, speakers, emcees, and A/V teams for seamless transitions.
- Manage rehearsals and on-site direction of performances, speakers, and entertainment.

4. Vendor Management

- Identify, contract, and manage select third party vendors, including:
 - Entertainment (e.g., live music, DJs, performers).
 - A/V services (lighting, staging, sound equipment).
 - Furniture & rentals (tables, chairs, staging, etc.).
 - On-site activations (installations, photo booths, interactive experiences).
- Manage all vendor contracts, permits, and payments.

5. Budgeting & Invoicing

- Manage third party vendors and activations within DPOB budget.
- Manage contracts, Certificates of Insurance (COI), and invoicing - maintain accurate records of expenses.
- Submit timely invoices, receipts, and provide final reconciliation within 14 days post event.

Proposal Submission Requirements

Proposals should include the following information, in this order:

- 1. Cover Letter**
 - Brief summary of your interest and qualifications for the project.
 - Name and contact information of the primary point of contact.
- 2. Company Background & Experience**
 - History of your business and relevant experience producing similar events.
 - Team Overview - Names, roles, and brief bios of individuals involved in project delivery.
- 3. Project Approach**
 - Description of your planning process and timeline.
 - How you will coordinate with DPOB and manage vendors.
 - Strategies for delivering a high-impact event within budget.
- 4. Fee Structure & Budget Breakdown**
 - Clearly outline your planning/management fee and what it covers.
 - Any potential additional costs or hourly rates, if applicable.
- 5. Insurance Documentation**
 - Provide a COI with 1 million in general and professional liability insurance or a statement confirming coverage will be provided upon selection.
- 6. Signed Vendor Identification Page**
 - Include the completed and signed page from the RFP document.