

REQUEST FOR PROPOSAL (RFP)
NEW WEST SUMMER SPOTLIGHT FESTIVAL

ARTS COUNCIL OF NEW WESTMINSTER
THE GALLERY AT QUEENS PARK
NEW WESTMINSTER, BRITISH COLUMBIA
PO Box 16003,
V3M 6W6

DATE: MARCH 1, 2018

The Arts Council of New Westminster (ACNW) Performing Arts Committee has identified the need for a one-day summer performing arts festival to take place in Queens Park Concert Bowl. This dynamic, entertaining, new summer event will feature a variety of local performing arts groups and performers, engaging the community with vibrant arts programming and appealing to the different demographics within the community.

This one-day event will feature eight separate performance acts, performing for no-more than 40 minutes. Event organization, marketing, and a stage crew will be provided by the New Westminster Arts Council and the Performing Arts Committee.

We are looking for applications to perform at this exciting new event, by locally-based individuals, groups, or organizations. As the focus of this event is on the performing arts, the Council and Committee are seeking applications from any interested performers in such applicable performance avenues as drama, comedy, song, dance, circus, etc

Proposals will be evaluated based on the following criteria:

- Overall proposal suitability: How potentially engaging is this performance
- Diversity of the performance
- Applicability of the performance for a community event
- Viability of proposal
- Technical expertise and experience of applicant

Applicants should provide the following information as part of their proposal for consideration:

- Description of experience in planning, rehearsing, and performing in the community.
- List of how many performers are involved
- Detailed description of the performance proposed
- Estimated length of performance
- Equipment needed for performance (Please see list of venue provided equipment. We will provide additional equipment where possible, but please note we cannot accommodate all additional equipment requirements)

The proposal should be no longer than two pages. Keep information as brief as possible.

The New Westminster Arts Council and Performing Arts Council have established a modest budget for this event. Each performance group will be given a modest honorarium.

Questions about RFP process and eligibility may be directed to Stefanie Swinnard, ACNW Performing Arts Committee Chair at info@acnw.ca

All successful applicants will be required to be members of the Arts Council of New Westminster

Deadline: Please submit your proposal by March 31, 2018 at 5:00 pm. Following that time, proposals may be accepted and reviewed but no guarantees are provided.

Send ONE electronic copy with supporting documentation to info@acnw.ca

All submissions will be juried by a panel of professional artists, educators, and administrators between April 1st and 30th 2018.

Shortlisted applicants will be notified by April 30th , 2018

ABOUT ARTS COUNCIL OF NEW WESTMINSTER

Founded in 1967, The Arts Council of New Westminster is a community arts organization built by individuals and member groups who share an interest in visual, performing and literary arts. The Arts Council's role in the community is to advocate for the arts and foster support for those engaging in artistic and cultural endeavors. www.acnw.ca

LIMITATIONS

Any Respondent making a submission in response to this Request for Proposals (RFP) does so fully accepting the following provisions:

The information contained in this RFP intended for information purposes only to assist interested parties in assessing whether or not to respond to such request. No representation or warranty express or implied, is made by Arts Council of New Westminster or any of its agents, as to the accuracy or completeness of such information. Neither Arts Council of New Westminster nor its agents will be responsible for, and hereby expressly disclaim, any and all liability for any errors, omissions or inaccuracies in connection therewith. In its response to this RFP, the Respondent must disclose to Arts Council of New Westminster, any potential conflict of interest that might compromise this process. If such a conflict of interest does exist, Arts Council of New Westminster may, at its discretion, refuse to consider the response in question.

The Respondent must also disclose whether it is aware if any Arts Council of New Westminster employee or member of the Board of Directors has a financial interest in the Respondent and the nature of that interest. If such an interest exists or arises at any point leading to the selection of the successful Respondent, Arts Council of New Westminster may, at its discretion, refuse to consider the response, or proceed with the Respondent any further in this process unless and until the matter is resolved to Arts Council of New Westminster's sole satisfaction. All information provided by or obtained at any time from Arts Council of New Westminster or its agents in any form in connection with this RFP that is not publicly available (i) must be treated in a highly confidential manner; (ii) is not to be used for any other purpose other than responding to this RFP; (iii) must not be disclosed to any other person without the prior written authorization of Arts Council of New Westminster; and (iv) shall be returned to Arts Council of New Westminster immediately upon the request of Arts Council of New Westminster.