

CITY OF PHILADELPHIA
HOLIDAY TREE LIGHTING RFP Q & A

1. Is there a targeted budget? THE BUDGET FOR THE EVENT WILL BE UNDER \$20,000.00 WHICH WILL BE DETERMINED WITH THE CHOSEN PRODUCER AND BASED ON THE PROGRAM.
2. Must we also include the tree or is that provided? THE TREE IS PROVIDED
3. Do you have an overall budget for this event, including event producer? Do you have a budget broken down by category? THE BUDGET FOR THE EVENT WILL BE UNDER \$20,000.00 WHICH WILL BE DETERMINED WITH THE CHOSEN PRODUCER AND BASED ON THE PROGRAM WHICH WILL INCLUDE THE EVENT PRODUCER FEE.
4. Does the city have preferred suppliers in place for lighting, A/V, etc that you would prefer to work with? NO, WE WILL ASK FOR COMPETITIVE BIDS, AT LEAST 3 FOR EACH CATEGORY.
5. What is the frequency, duration and location of planning meetings? THERE ARE 4-6 PLANNING MEETINGS FOR APPROXIMATELY 1.5 HOURS PER MEETING. MEETINGS WILL BE HELD IN THE OFFICE OF THE CITY REPRESENTATIVE AND AT LOVE PARK, SITE OF THE TREE AND LIGHTING. MEETINGS WILL BEGIN UPON CONTRACT AWARD.
6. Regarding the production timetable: are you requesting a detailed planning/management timeline? YES --- Or a production schedule for the actual ceremony (i.e. ,setup times, staff report time, etc.)? (Or both?) YES, BOTH
7. Does this involve management of any catering (refreshments for VIP/media area, etc.)? YES, PART OF THE CEREMONY IS A RECEPTION TO GATHER STAGE GUESTS. THE RECEPTION CONTINUES FOR ELECTED OFFICIALS AND OTHER INVITED GUESTS.
8. Is management of the setup and lighting of the actual tree itself within the scope of the event producer, or is that handled by a separate entity? THE TREE IS SET-UP BY A CITY DEPARTMENT, THE EVENT PRODUCER WILL NOT MANAGE ITS SET-UP
9. A Heated tent provided for staff and performers THE LOVE PARK WELCOME CENTER, A HEATED BUILDING, IS USED FOR GREEN ROOM/HOLDING AREAS
10. A heated tent provided for the public reception THE LOVE PARK WELCOME CENTER IS USED FOR THE RECEPTION
11. Rehearsal space available in November for performers WE DO NOT PROVIDE OR PAY FOR REHEARSAL SPACE FOR THE PERFORMERS