



# PRIDE WINNIPEG REQUEST FOR QUOTE (RFQ)

## GENERAL INFORMATION

Winnipeg Pride Forks Festival- Stage Producer

### GENERAL DESCRIPTION & DUTIES:

The role of a Festival Stage Producer encompasses the comprehensive planning, coordination, and execution of festival programming at three stage areas (Main Stage, Kids Stage, Mamawi Stage). Their primary responsibilities include coordinating performers under the festival's theme, managing allocated budgets, overseeing the procurement of marketing and promotional materials, and contracting and maintaining communications with the festival artists. Additionally, the Festival Producer will be responsible for actively searching for, vetting, and obtaining entertainment acts to perform on these stages and coordinating a schedule among performers. They are also tasked with logistics management, including artists' transportation, potential accommodations, and on-site operations during the festival. Effective communication and negotiation skills are essential, along with a strong knowledge base of the 2SLGBTQ+ performing arts community, as they liaise with various stakeholders to ensure a seamless and successful event experience for attendees.

DATES CONTRACT WILL BE IN EFFECT: BEGINNING: 14/10/2024 ENDING: 01/07/2025

CREATION DATE: 14/07/2024 SUBMISSION DEADLINE: 01/10/2024

## PRIDE WINNIPEG CONTACT INFORMATION

Sean Irvine- Executive Director

E: [Sirvine@pridewinnipeg.com](mailto:Sirvine@pridewinnipeg.com)

P: (866)-611-5546 Ext: 101

MAILING ADDRESS: #211- 254 Edmonton Street, Winnipeg, Manitoba, R3C 1R9

## APROXIMATED TIMELINE OF FESTIVAL ROLLOUT

- Announce the opening of the artist submission portal on social media.
- Create the artist submission form.
- Intensively promote the artist submission opportunity across all social media platforms.
- Search for a shortlist of headliners to be presented to the Executive committee for selection. Locating a headliner is the responsibility of the Producer. They will contract, communicate a rider, and maintain regular communication with the artist's team.
- Close the artist submissions.



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- Hire an Assistant Producer with Pride Winnipeg Code of Conduct and Confidentiality Agreement signed.
- Shortlist and confirm headliners by March, and request content for the Pride App.
- Confirm Children's program sponsors Stage and request content for the Pride App.
- Confirm and contract a variety of acts.
- Collect and follow up on signed contracts, stage plots, and technical riders for all acts.
- Determine detailed stage requirements for all acts, including hotel and flight requests.
- Compile and submit sound and lighting requirements for all acts to contracted providers, along with confirmation.
- Distribute detailed schedules and information sheets to all performers, main stage volunteers, tech staff, and other main stage personnel.
- Submit hospitality requests.
- Collect and deliver all lyrics to the ASL and captioning team.
- In May, confirm participation from all performers, main stage volunteers, tech staff, and other main stage personnel.
- Submit transportation requests to Pride Winnipeg.
- During the festival weekend, communicate, manage, direct, and assist all artists from the main stage area.

### ADDITIONAL INFORMATION

In your RFQ response, please include the following key elements: a brief introduction of your company or business, highlighting its background, experience, and relevant qualifications; a demonstration of your understanding of the project requirements, objectives, and scope as outlined in the RFQ; a comprehensive description of your proposed approach, methodology, and an refined timeline for delivering the required services or products; evidence of past experience in similar projects, including case studies or references from previous clients; profiles of key team members who will be involved in the project, emphasizing their relevant skills and experience; a detailed financial proposal, including a cost breakdown of all components and any potential additional costs; confirmation of compliance with all legal, regulatory, and safety requirements specified in the RFQ; any additional services or benefits you can offer to enhance the project's success; clearly defined terms and conditions, including payment terms, warranties, and any other relevant contractual details; and complete contact details for follow-up or clarification of your proposal. Please insure the document is no longer than 2 pages in length and submitted as a PDF file.

In presenting your quote, please include the cost of service hours, and budget (including riders and all food and beverages). The Festival Producer will be asked to work within a set budget over the duration of the contract.