

## **Venue for 5th Grade Promotion Ceremony RFP**

Issued by Mundo Verde Bilingual Public Charter School- Calle 8

Event Date: June 16<sup>th</sup>, 2025

### **Overview**

Mundo Verde Bilingual Public Charter School is a nonprofit elementary school dedicated to sustainability, biliteracy, and academic excellence. We are excited to host our first 5th Grade Promotion Ceremony for one of our campuses and are seeking proposals from qualified venues that can accommodate our event.

### **Event Details**

- Event Name: 5th Grade Promotion Ceremony
- Time Needed: 8:00 AM – 12:00 PM (includes set-up and tear-down)
- Expected Attendance: 150-250 guests (Depends on space)
- Type of Event: Indoor ceremony with light A/V and seating needs

### **Venue Requirements**

- Must be able to accommodate up to 250 guests
- Available for full event window: 8:00 AM–12:00 PM
- Includes access for set-up and tear-down
- Chairs and basic event setup included or available for rent
- ADA accessible

### **Additional Preferences (not required but appreciated)**

- On-site staff support during the event
- Audio/visual capabilities (microphone, podium, speakers Projector and Screen)
- Access to a small prep area or green room for students and staff