

## Request for Proposal

- I. **Purpose:** The purpose of this Request for Proposal is to identify a hotel to host the organization’s annual fundraising gala, “The Night of Trees”.
- II. **Organization:** Special Olympics District of Columbia (SODC) is the sole provider of year-round sports, health, and inclusion programs for more than 2,500 children and adults with intellectual disabilities. These programs are essential in helping participants lead healthier lives and develop valuable skills that help them succeed in school and become self-advocates. All services are provided for free. Special Olympics DC is an independent 501c3 non-profit. We are tax-exempt.
- III. **Event:** The 37<sup>th</sup> Annual Night of Trees Gala. This gala is the largest fundraising event for the organization; funds raised support sports, health and inclusion programs for athletes with intellectual disabilities year-round so that they can participate at no cost. The event is named for specially decorated Christmas trees with various themes that are bid on during the night as part of the silent auction. The trees can be a festive addition to the holiday decorations at the hotel.
- IV. **Profile of attendees:** Board members, volunteers, corporate supporters, Special Olympics Ambassadors. DC Community members from a broad range of sectors come out to show their support. They represent the legal, business, sports, law enforcement, real estate and insurance industries among others.
- V. **Contact:** Christine Alpert  
Special Olympics DC  
415 Michigan Ave NE  
Washington, DC 20017  
Tel: 202-704-2704  
Email: fundraising@specialolympicsdc.org
- VI. **Preferred dates:** Friday December 3<sup>rd</sup>, 2021  
Second choice: Saturday, December 4<sup>th</sup>
- VII. **Event time:** 6:00 pm – midnight

VIII. **Expected attendance:** 500 persons or 250 persons—we would like two quotes, one for each level of attendance:

- a. Full event – 500 persons
- b. Hybrid event – 250 in person plus others on virtual broadcast

IX. **Space Requirements:**

- a. Space to host a Champagne reception prior to the main event starting at 6 pm as guests are arriving and checking in. Need four 6-8ft tables with tablecloths and skirting for check-in tables. Staff will have laptops that will be charged but electrical outlets nearby are preferable, and wi-fi access.
- b. Area to display 10-12 specially decorated Christmas trees. This can be in a hallway approaching the ballroom, a foyer or in the main ballroom. Trees need to be decorated and displayed one week prior to the event and kept in place until Tuesday after the event to be picked up from the venue.
- c. Ballroom to seat at least 500 in round tables of 10, or 250 in round tables
- d. Space for eight 6 or 8ft tables to display silent auction items. Can be located in the area for the pre-event reception near the ballroom or inside the ballroom.
- e. 3-4 tables for wine-auction
- f. Stage and podium for program
- g. Stage for live band. Can be the same stage for the program or separate, depending on room layout

X. **Food & Beverage**

- a. Buffet dinner
- b. Please quote bar options:
  - i. Open bar with wine, cocktails and soft drinks during event; 2 to 3 bars in the room
  - ii. Provide wine, beer and soft drinks with one signature “Night of Trees” cocktail provided to each guest; cash bar for additional liquor/cocktails

XI. **Room block**

- a. Offer discounted rate for guests to stay for the night – generally 10 rooms sold
- b. Request 4 donated rooms including one suite for celebrity Emcee for the event

XII. **Concessions**

- a. Wi-fi required for mobile bidding access
- b. Discounted parking offered to guests attending event
- c. Request five (5) complimentary parking passes for staff, event hosts, celebrity Emcee

**XIII. Audio Visual**

- a. Podium with microphone, one wireless microphone for Auctioneer, two large video screens, ability to show videos during program.
- b. Appropriate room lighting
- c. Connections for band

**XIV. History**

- a. Event has been held at the Mayflower, and more recently the Omni Shoreham Hotel for 10+ years

XV. **Date proposals due:** July 12, 2021

XVI. **Decision date:** By August 2, 2021; preferably sooner

**XVII. Draft Run of Show**

6:00	Champagne Reception –Hotel Lobby
7:00	Ballroom doors open – Registration continues Silent Auction, Wine auction Buffet and bars are open Rolling PowerPoint begins Band plays pre-recorded music
7:30 – 8:30	Band plays
8:45	Silent Auction Closes – Program begins
8:45 – 9:00	Program
9:00 – 9:20	Live Auction
9:20 – 9:40	Fund a Need
9:40 – 10:00	Keynote speech
10:00 – midnight	Band plays- dancing, dessert, drinks...