



REQUEST FOR PROPOSAL (CONFIDENTIAL)

DATE: May 11, 2023

EVENT SERVICES

### **Charlotte Gem Preservation Awards Event Information:**

1. Estimated 500 people total
2. Indoor event – can fit 15 tables of 10 in the Great Hall
  - a. Table seating tickets – 150 people plated meals
  - b. Standing room ticket – 300+ people standing food (i.e. finger food)
3. Budget: \$30,000 including tax and fees (minimum spend would be \$25,000 including tax and fees)
4. Event theme – Jewels & Gems of History & Preservation
  - a. Gemstone (Sapphire, Emerald, and Diamond) – to play off the ‘gem’ word; at a minimum this can inform the linen colors
  - b. The award winners are the “Gems of Preservation.”
  - c. Key Exhibits on Display: “Charlotte: Signs of Home,” “Siloam School,” “Path of Portraits,” and “Captured in Cartoons” as well as the 1774 Alexander Rock House and grounds which will be accessible during the event.
5. Caterer to Provide:
  - a. Food staff for four food stations located in a single gallery
  - b. Bartender staff for 2 fixed bars – Beer, Wine, and single cocktail (mule shine)
  - c. Bartender staff for moonshine tasting station.
  - d. We will be having one signature cocktail called a mule shine.
  - e. Set up, clean up and all needs for food display.
  - f. All utensils and small wares.
6. Please also provide:
  - A color brochure that shows examples of past work
  - References
  - Proof of insurance

Please note that even if your organization is not selected, we will keep your information on file for future events.

Additional Information: Caterer must have their own kitchen. Museum does not have warming ovens or chaffers but does have a catering dock available for use during event.

If you have any questions regarding this RFP, please call or email Tracy Ryals at 704.568.1774 or [tryals@charlottemuseum.org](mailto:tryals@charlottemuseum.org).

Please submit all materials to both Terri White, President & CEO ([terri@charlottemuseum.org](mailto:terri@charlottemuseum.org)) and Tracy Ryals, Events & Operations Manager ([tracy@charlottemuseum.org](mailto:tracy@charlottemuseum.org)) by 5pm EST on Friday, February 17, 2023.