

**Florida A&M University  
Student Government Association  
Tallahassee, Florida**

**REQUEST FOR QUOTE**

**2022 HOMECOMING CONCERT  
CONCERT PROMOTER/PRODUCER**

**May 25, 2022**



**Submit Proposals to Karen Colston**

**[karen.colston@famu.edu](mailto:karen.colston@famu.edu)**

**Submissions Due: June 10, 2022  
11:59 p.m., Eastern Standard Time**

# REQUEST FOR PROPOSALS

## CONCERT PROMOTER/PRODUCER

The Florida A&M University (FAMU) Student Government Association (SGA) will host the official FAMU Homecoming 2022 Concert. SGA requests proposals from reputable agencies to produce the Homecoming concert. Please adhere to the information below for proposal submittal:

### Concert Information and Venue

Date: Saturday, October 29, 2022 (Date may be flexible based on artist availability)

Location: Alfred Lawson Multipurpose Center & Teaching Gymnasium

Time: TBD

### Artist Selection

A or B List Artist will be selected. Selected artist will have mass appeal to targeted audience.

### Event Management/Agency Requirements for Concert Production

1. Negotiate and secure contract for the selected artist(s).
2. Coordinate transportation, lodging, hospitality, food requests, stage, sound, all production requirements, and all other contractual requests for artists(s).
3. Provide all marketing and advertisement for the concert (Radio, Television, Print, Social Media).
4. Develop and implement social media campaigns (Twitter, Instagram, FaceBook) leading up to concert that will include early bird specials for ticket purchases.
5. All agency cost, fees and splits from revenue generated from the concert will be negotiated between the Florida A&M University Student Government Association and the selected Agency.

### Submission Requirements

The Proposal shall include:

1. Name of proposer, address, telephone number and email address
2. History of concert promotions
3. Financial history supporting large scale concerts/productions
4. Names and titles for staff who will be working directly with the contract

### Questions

Please contact Karen Colston with any questions regarding this RFQ at [karen.colston@famuedu](mailto:karen.colston@famuedu)

### Deadline

1. Proposals must be received by 11:59 p.m., Eastern Standard Time, Friday, June 10, 2022  
Submit proposals to Karen Colston at [karen.colston@famuedu](mailto:karen.colston@famuedu)

## **Notice of Posting**

All postings referred to in this Notice will be posted electronically on the FAMU Office of Procurement website at <https://www.famu.edu/administration/division-of-finance-and-administration/office-of-operational-effectiveness-and-procurement-services/noticeofposting.php>. At all times it shall remain the responsibility of the manufacturers participating in this solicitation to check the postings on the FAMU Office of Procurements website. No further notice will be given.