

STATEMENT OF WORK FOR JULY 4 EVENT COORDINATOR

1.0 DESCRIPTION OF REQUIREMENT

1.1 Design, coordinate, supervise and execute July 4, 2016 event, Date to be given to selected contractor.

All tasks will be performed leading to and upon the July 4 event. The actual event will take place 6:30 to 9:30 pm at the residence of the U.S. Ambassador. The event will be in honor of the U.S. Independence Day. The theme is Hollywood. The vendor shall create a vision in support of the theme/event and provide a detailed proposal including design and installation of air conditioned tents, food area, decor, lighting, and a sit down meal at 88 tables of 8 persons each for up to 704 guests. There will be a site survey conducted two weeks before the due date of the proposals.

1.2 Vendor shall provide detailed quotations separately for each of the following:

- 1.2.1 Quotation for decor of entrance hallway, foyer, tents, 88 tables/chairs (8 persons each), to include a "Big Band" type of stage for approximately 20 musicians with a separate small dance area, to accommodate not more than 4 dancers.
- 1.2.2 Quotation for rental of a tent with a clear ceiling/walls to cover the 88 tables, bar area. A tent should also cover the entire stage area as well as a separate dance area for guests. This dance area must allow space for guests to comfortably pass tables, mingle and watch fireworks. Please also quote for a possible tent rental to cover outdoor cooking, preparation and serving areas. All infrastructure must be completely set up and approved 48 hours before the event.
- 1.2.3 Quotation for carpentry for tenting and clear roof, entrance, hallway, foyer, bars, eating area, elevated stage and music area, dancing area, outdoor cooking area. Quotation should include rental, installation and de-installation of raised floor for entire area above (tables, dance, bar area) to be set up several days before event.
- 1.2.4 Quotation of rental of 88 tables, 740 chairs (dining and around dance floor), equipment for food and beverage service, dance area standing tables/chairs, lamps, chandeliers.
- 1.2.5 Quotation for rental of air conditioners/generators to cover entire tented area described above. Separate quotation or line item for rental of large fans, coolers or outdoor air conditioners to cover outdoor

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cooking and preparation areas. All infrastructure must be set up at least 48 hours prior to event for testing.

- 1.2.6 Quotation for lighting design of entire eating and dance area.
- 1.2.7 Quotation of rental of linens, tableware, glassware (water, wine) for 88 tables. Additional glasses must be provided for cocktail services before and after the dinner.
- 1.2.8 Quotation for waiters, bar staff, wait-staff manager to serve cocktails before the meal, serve the meal and clean up after the meal during the entire event to include time for practice session before event. This staff must be available for a complete practice run a few days prior to July 7 to be determined.
- 1.2.9 Quotation for a clean-up crew, before, during and after the event to supplement the wait staff.
- 1.2.10 Quotation for sound and lighting system for stage for speeches, entertainment/performance and music, including dry run a few days prior to July 7 throughout event. This must include 8 video screens visible to the entire area plus videos of the event theme.

2.0 SPECIAL INSTRUCTIONS

The vendor would be expected to do the following:

- 2.1 Come to, attend and participate in approximately 10 pre-event coordination meetings at the U.S. Embassy or at the Ambassador's residence
- 2.2 Coordinate receipt and management of any supplies that are donated to the U.S. Embassy in support of this event. This may include: perishables such as food, drinks, material, and decorations.
- 2.3 Identify and manage a food catering operation. The Ambassador's chef will be consulted on all food and drink decisions.
- 2.4 Abide by the U.S. Embassy security standards (all personnel will need to be cleared)

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- 2.5 Understand that there will be a lot of coordination that will need to occur throughout this process, among many parties, much occurring at the same time.
- 2.6 Understand that the live musical performance (Big-Band) will be coordinated by the U.S. Embassy, as will a separate 20 minute live dance show. Audio-visual support will be coordinated by the U.S. Embassy. Fireworks will occur at the end of this event, however, the US Embassy will manage this completely.
- 2.7 Event coordinator shall take any appropriate measures to cover breakage of glass, china, etc. There shall be no liability accruing to the U.S. Embassy.
- 2.8 The coordinator's team must be flexible to accommodate any changes necessary as a result of the implementation.

3.0 PLANNING:

The Vendor shall provide detailed plans with schematics for the entire event as follows with their offer:

- 3.1.1 Proposed decoration plan for tent, 88 tables, stage/dance area within the theme
- 3.1.2 Proposed layout map of tent including 88 tables (8 chair each table), bar area, dance area. This area must allow space for guests to comfortably pass tables, mingle and watch fireworks (possibly tent rental with fans/outdoor air conditioners to cover outdoor cooking area).
- 3.1.3 Proposal should include location of raised flooring, stage/musical performance area
- 3.1.4 Proposal should include proposed location of air conditioners/generators/large fans
- 3.1.5 Proposal should include lighting design
- 3.1.6 Proposal should include an electrical needs plan.
- 3.1.7 Proposal should include a design for eight (8) video screens which will show the speakers making speeches and videos of the Big Band/Hollywood theme, and possible pre-recorded speeches by Embassy leadership.

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4.0 BASIS FOR SELECTION:

The U.S. Government makes purchase decisions on the basis of lowest cost, technically acceptable quotations, reputations and past experience.

5.0 PAYMENT:

The event coordinator will submit a master bill for all services performed at the end of the event to the U.S. Embassy. This master bill will be paid 30 to 45 days after the event. The coordinator is responsible for payment of sub-contractor bills.