

## **REQUEST FOR PROPOSALS FOR DOWNTOWN RALEIGH ALLIANCE JAZZ IN SQUARE SERIES**

### **Purpose**

Downtown Raleigh Alliance (DRA) seeks a provider to book and manage musicians for DRA's 5-week jazz concert series in Moore Square. In its third year, Jazz in the Square, features free live jazz performances by local musicians select Thursdays from 6:30pm-8:30pm. In 2022, total attendance was 6,000 attendees. This year's dates are:

8/3, 8/17, 8/31, 9/14, 9/28, rain dates 8/10, 8/24, 9/21

### **Location Details**

- Moore Square is a four-acre downtown urban green space bordered by East Martin Street to the south, South Person Street to the east, East Hargett Street to the north, and South Blount Street to the west. The stage will face a lawn with patrons sitting on the lawn and refreshments are provided.

### **Booking and Production Services Requested:**

- Book and manage a variety of jazz artists for six weeks with emphasis on diversity of styles and bands
- Manage bookings due to rescheduling, cancellations, or any circumstances that prevent original performance dates from occurring
- Share proposed musician line-up with DRA for review, feedback, approval at least 4 weeks in advance
- Manage communication with musicians that includes booking details, obtaining all W9 forms, promotional information, as well as day-of details and payment information
- Coordinate artist hospitality questionnaires and provide them in a timely manner to DRA for execution
- Manage day of logistics including sound check, lighting setup (stage itself is provided by Moore Square) and take down of sound system and lights.
- Manage warm up bands that are secured by DRA - by working with them on sound check or providing music/playlist if there is not a band that week

### **Required Proposal Details and Materials Due by 5.15.2023 by 5pm**

- Name, owner, address
- Summary of experience in producing outdoor concerts
- If possible, any video links to performances produced
- Listing of three recent outdoor concerts produced with information on bands, estimated attendance, and any other vendors worked with for sound, lights, stage
- References from previous clients
- Proposed budget for this event, including breakdown of estimated costs for talent fee, administrative fees, production costs, etc

- Proposed plan for this event series: include potential bands would reach out to or jazz bands have previously worked with along with strategy for how would try to book this series, identify any vendors would work with on sound and lights, how many staff would be working this event, and how would manage logistics for this event.
- Proof of Insurance

Please contact Patina Robinson [patinarobinson@downtownraleigh.org](mailto:patinarobinson@downtownraleigh.org) for questions  
[2022 Jazz in the Square Press Release](#)