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# R.F.P. 2019/2020/2021 (opt.)

## NABBA

### 1 PURPOSE

The North American Brass Band Association (**NABBA**) is soliciting Proposals for hosting the Annual Championship Contest in **2019** and **2020**, with an option for **2021**. Successful Proposals should address each of the following criteria listed in section **2 DETAILS OF PROPOSAL**

### 2 DETAILS OF PROPOSAL

#### 2.1 Location

2.1.1 Within four hundred (400) **air miles** of Lexington, Kentucky.

#### 2.2 Date

2.2.1 Any consecutive Thursday, Friday and Saturday in March or April **excluding** Good Friday and the **Easter** weekends both Christian and Orthodox

2.2.2 *Options listed below are in chronological order and NOT in an order of preference by the board.* Choose one (1) Option from each year listed below 2019 & 2020 (2021 optional inclusion). All dates are listed chronologically for ease of reading

#### **2019 Options**

	Thursday	Friday	Saturday
Option A	3/7/19	3/8/19	3/9/19
Option B	3/14/19	3/15/19	3/16/19
Option C	3/21/19	3/22/19	3/23/19
Option D	3/28/19	3/29/19	3/30/19
Option E	4/4/19	4/5/19	4/6/19
Option F	4/11/19	4/12/19	4/13/19

#### **2020 Options**

	Thursday	Friday	Saturday
Option A	3/5/20	3/6/20	3/7/20
Option B	3/12/20	3/13/20	3/14/20
Option C	3/19/20	3/20/20	3/21/20
Option D	3/26/20	3/27/20	3/28/20
Option E	4/2/20	4/3/20	4/4/20
Option F	4/23/20	4/24/20	4/25/20

#### **2021 Options**

	Thursday	Friday	Saturday
Option A	3/4/21	3/5/21	3/6/21
Option B	3/11/21	3/12/21	3/13/21
Option C	3/18/21	3/19/21	3/20/21
Option D	4/8/21	4/9/21	4/10/21
Option E	4/15/21	4/16/21	4/17/21
Option F	4/22/21	4/23/21	4/24/21

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**2.3 Transportation**

- 2.3.1 Easy access to major hubs of North/South and East/West Interstates is paramount
- 2.3.2 Airports near the Contest Venues with direct non-stop flights to England are desired, but not required

**2.4 Hotels**

- 2.4.1 One or more hotels within easy walking distance to the Contest Venues are mandatory
- 2.4.2 Approximately 25 rooms should be available for Thursday night
- 2.4.3 Approximately 200 rooms should be available for Friday night
- 2.4.4 Approximately 200 rooms should be available for Saturday night
- 2.4.5 Above rooms are estimations, but not guaranteed bookings

**2.5 Performance Venues**

- 2.5.1 Large Hall/Theatre
  - 2.5.1.1 Overall the contest will need two (2) of these Large Hall/Theatres available to run simultaneously.
  - 2.5.1.2 One should be a large capacity of approximately 1,200 seats and the other may have less seats approximately a 500+ theatre
  - 2.5.1.3 In addition to the performance theatres a separate second room suitable for a band's warm-up room that has no "sound bleed" into the theatre must be available. Two (2) of these will be needed, one for each performance theatre
  - 2.5.1.4 Each Large Hall/Theatre should include: (A) 65 chairs; (B) 75 music stands; (C) 1 conductor's podium, and (D) 1 one house microphone
  - 2.5.1.5 Must be available for performance from 8am – 11pm Friday and Saturday
  - 2.5.1.6 Must be available for load in the day before the start of the contest
- 2.5.2 Solo and Ensemble Space
  - 2.5.2.1 Three (3) separate rooms will be needed to run concurrently
  - 2.5.2.2 In addition to the three performance rooms: (A) a room designated for individual warm up should be available, and (B) a room should be designated for case storage
  - 2.5.2.3 The site should have: (A) three (3) acoustic pianos and (B) fourteen (14) music stands
  - 2.5.2.4 This will be made available for performance from 8am – 7pm Friday

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2.5.2.5 These spaces must be available for setup and rehearsal from 8am – 11pm Thursday

### **2.6 Professional Venue**

#### 2.6.1 NABBA Partners Vendor Area

2.6.1.1 Successful proposals will include one large 5,000+ square foot room to be utilized by thirty (30) 10' X 10' vendor exhibition booths. Electricity should be available for the booths

2.6.1.2 Space must allow for drop shipments prior to the start of the contest. Additionally, it should utilize the Monday morning following the contest for shipping and pick-up

2.6.1.3 The Vendor area must be available for setup and load-in on Thursday starting at 8:00am with opening at 9am on Friday. Tear down will begin on Saturday at 5pm

### **2.7 Additional Considerations**

#### 2.7.1 NABBA Board of Directors Meeting Site

2.7.1.1 The location should be available to house the fall board meeting for NABBA (September or October typically)

2.7.1.2 During the scheduled board meeting a site tour should be available

#### 2.7.2 Percussion Equipment

2.7.2.1 Each performance venue will be required to house a full set of percussion equipment (2 total; one for each large hall). This will include, but is not limited to: Set of Timpani, Bass Drum, Snare Drum, Vibraphone, Marimba, Chimes, Orchestral Bells, Accessory box/cart, etc.

2.7.2.2 All venues must be made available for load prior to the Championships and have a secure location to store the equipment

2.7.2.3 Successful proposals will address how they intend to secure percussion equipment for the Championships

#### 2.7.3 Distance

2.7.3.1 Successful proposals should have all the following items: Hotel(s), Vendor Area, Thursday/Friday/Saturday Venues, and numerous Restaurants; located with easy walking distance of each other

2.7.3.2 Facilities that contain more than one of the aforementioned areas under one roof are encouraged, but not required

#### 2.7.4 Local Personnel

2.7.4.1 Site Coordinator: this should be someone who can be a point of contact with NABBA to communicate local site logistics. The director of the venue is acceptable, but not required

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- 2.7.4.2 Rehearsal Coordinator: Someone who can facilitate rehearsal locations in and around the site venue. This could include local/area schools & universities, churches, convention center ballrooms, and other similar special needs
- 2.7.4.3 Local Volunteer Force: a group of people available to transport, setup, and organize materials in the site location. An example of this could be enlisting the help of a local band, area school, organization, or other general volunteers with musical knowledge

### **3 SUBMISSION INFORMATION**

#### **3.1 Materials**

- 3.1.1 Proposals should be submitted addressing in detail each of the line items in section "1 Details of Proposal"
- 3.1.2 The inclusion of photos and/or digital media is highly recommended
- 3.1.3 In addition to 3.1.1, proposals presented at the Fall 2017 Board Meeting in person or via digital technology are highly recommended. *Successful technology is the sole responsibility of the party presenting*

#### **3.2 Instructions**

- 3.2.1 Proposals are to be received prior to Close of Business (COB) on **Friday, September 1<sup>st</sup>, 2017**
- 3.2.2 Submissions should be made electronically and emailed to:  
[NABBA.info@gmail.com](mailto:NABBA.info@gmail.com)
- 3.2.3 All materials submitted as part of a Proposal will remain the property of NABBA.
- 3.2.4 Questions prior to submission may be emailed to:  
[NABBA.info@gmail.com](mailto:NABBA.info@gmail.com)

### **4 DECISION INFORMATION**

#### **4.1 Proposal Review**

- 4.1.1 Proposals will be reviewed by the NABBA Board of Directors (BoD) at their Fall 2017 Board Meeting (September date TBA) at:  
Courtyard by Marriott  
1150 South Harrison Street  
Fort Wayne, IN 46802
- 4.1.2 Proposals may be accepted by the Board of Directors for a term lessor than the submitted offer. This is at the sole discretion of the BoD