



REQUEST FOR PROPOSAL

Contest Hosting 2022-2024

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1. PURPOSE

1.1. NABBA MISSION

The purpose for which this corporation is organized is:

- a) To sponsor and hold local, state, regional, national and international contests and festivals for the purpose of improving the performing standards and abilities of British-type brass bands.
- b) To foster, promote and otherwise encourage the establishment, growth and development of British-type brass bands throughout the United States and Canada.
- c) To support and help further the music education of its members and to advance the public's appreciation of British-type brass bands.
- d) To serve as a resource for musical and organizational assistance to British-type brass bands throughout North America.

1.2. The North American Brass Band Association (**NABBA**) is soliciting Proposals for hosting the Annual Championship Contest in **2022, 2023, and 2024**. Successful Proposals should address each of the following criteria listed in section **2 DETAILS OF PROPOSAL**



2. DETAILS OF PROPOSAL

2.1. LOCATION

The location must be easily accessible from all areas across North America

- a) Within 15 – 30 minutes of a local airport
- b) Have flights that accommodate 900 – 1500 attendees from 20 – 40 cities
- c) Please verify that 25 competing bands are within *350.0 miles* or a *direct flight* from your location using this interactive map (<https://brassbandresults.co.uk/map/search/>). Letters of interest to attend from these bands is encouraged.
- d) Easy Access to major interstates is necessary (ideally 2)



2.2. DATES

- 2.2.1. Any consecutive **Thursday, Friday and Saturday** in March or April **excluding** Good Friday, Palm Sunday, and the Easter weekend (both Christian and Orthodox)
- 2.2.2. Options listed below are in order of preference by the board. Choose one **(1)** Option from each year listed below 2022 & 2023 (2024 optional inclusion).

	2022	2023	2024
Option A	Mar 31 – Apr 2	Apr 13 – 15	Apr 11 – 13
Option B	Apr 21 – 23	Apr 20 – 22	Apr 4 – 6
Option C	Apr 28 – 30	Mar 23 – 25	Apr 18 – 20
Option D	Mar 24 – 26	Apr 27 – 29	Apr 25 – 27

2.3.HOTELS

- 2.3.1. One to two hotels (or more) within easy walking distance to the Contest Venues are mandatory (5 – 10 minute walk)
- 2.3.2. A minimum of 25 rooms should be available for Thursday night (25 – 40 range)¹
- 2.3.3. A minimum of 200 rooms should be available for Friday night (200 – 230 range)¹
- 2.3.4. A minimum of 200 rooms should be available for Saturday night (200 – 230 range)¹

¹ Above rooms are estimations, but not guaranteed bookings

2.4. PERFORMANCE VENUES

2.4.1. LARGE HALL/THEATRE

- 2.4.1.1. Overall the contest will need two **(2)** Large Halls / Theatres available to run simultaneously (within 5 – 10 minutes walking distance or each other)
- 2.4.1.2. One should be a large capacity of approximately 1,800 seats (from 1500 – 3000 is acceptable). The second theatre may have less seats, approximately 600 (from 450 – 1000 is acceptable). Other theater options/sizes may be considered.
- 2.4.1.3. In addition to the performance theatres, a separate second room suitable for a band's warm-up room (ideally 1000 – 1500 sq. ft.) that has no "sound bleed" (ideally dead rooms) into the theatre must be available. Two **(2)** of these will be needed, one for each performance theatre (within 0-5 minutes walking distance of the stage)
- 2.4.1.4. Each Large Hall/Theatre should include:
 - a) 50 chairs
 - b) 60 music stands
 - c) 1 conductor's podium
 - d) 1 one house microphone
- 2.4.1.5. Both performance venues and both warm-up rooms must be available for performance from 8am – 11pm Friday and Saturday
- 2.4.1.6. Two **(2)** additional rooms are necessary:
 - a) a room designated for individual warm up
 - b) a room designated for case storage
- 2.4.1.7. Must be available for load in the day before the start of the contest

2.4.2. SOLO AND ENSEMBLE SPACE

- 2.4.2.1. Five **(5)** separate performance rooms will be needed to run concurrently from 9am - 5pm Friday of the event. (Room for a piano performance area and 50 audience members, approximately 2500 sq. ft.)
- 2.4.2.2. In addition to the five performance rooms, we require:



- a) a room designated for individual warm up
- b) a room designated for case storage
- 2.4.2.3. Each performance room should have:
 - a) one **(1)** acoustic piano (preferably a baby grand) (5 total pianos)
 - b) up to fourteen **(14)** music stands (up to 70 total stands)
 - c) each piano should be tuned at the site the morning of the Thursday before the solo and ensemble competition
- 2.4.2.4. These spaces will be made available for performance from 8am – 7pm Friday
- 2.4.2.5. These spaces must be available for setup and rehearsals (after the pianos are tuned) from 8am – 11pm Thursday

2.5. PROFESSIONAL VENUE

2.5.1. NABBA PARTNERS VENDOR AREA

- 2.5.1.1. 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. Secure Wi-Fi must be available in the Vendor area.
- 2.5.1.2. 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.
- 2.5.1.3. The Vendor area must be available for setup and load-in on Thursday starting at 10:00 am and on Friday starting at 7:00 am. Vendor area should open at 9am on Friday. Tear down will begin on Saturday at 6:30 pm

2.6. ADDITIONAL CONSIDERATIONS

2.6.1. NABBA BOARD OF DIRECTORS MEETING SITE

- 2.6.1.1. The location should be available to house the fall board meeting of the NABBA board of directors, in each of 2022, 2023 and 2024. Typically, this runs 6-9pm



on Friday and 9am-9pm on Saturday one weekend in August/September.
Ideally, this includes 1 main conference room and several breakout rooms.

2.6.1.2. During the scheduled board meeting, a site tour should be available

2.6.2. PERCUSSION EQUIPMENT

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

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

2.6.2.3. Successful proposals will address how they intend to secure and move in and out professional percussion equipment for the Championships.

2.6.3. DISTANCE

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

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

2.6.4. LOCAL PERSONNEL

2.6.4.1. 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



- 2.6.4.2. 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 (5-10 rehearsal venues)
- 2.6.4.3. 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 (Phi Mu Alpha, KKY, TBS, etc.) (20-30 people)
- 2.6.4.4. Ticketing: The local venue for the site of the Championships will negotiate with NABBA to coordinate ticket sales for the Championships. Ticketing must be available at the local box office and at an online ticket service. NABBA will set the ticket pricing and policy. NABBA will also determine the date of the opening of ticket sales. In exchange, the local venue will be entitled to a small service fee for each ticket sold. An accounting of ticket sales will be done after the Championship with NABBA Treasurer and the local venue.


2.7.SUMMARY

2.7.1. Summary table of specific requirements

Location/Transportation		
Airport	Within 15-30 min	
	Flights that can accommodate 900-1500 attendees from 20-40 cities	
	Have direct flights from the UK	
Roads	Easy access to 1-3 Interstates	
Hotels Rooms	Ideal	Range

Thursday	25 rooms	25 – 40 rooms
Friday	200 rooms	200 – 230 rooms
Saturday	200 rooms	200 – 230 rooms
Venues	Ideal	Range
Large Performance Hall #1	1800 seats	1500 – 3000 seats
Large Performance Hall #2	600 seats	450 – 1000 seats
Band Warm up room #1		1000 – 1500 sq. ft.
Band Warm up room #2		1000 – 1500 sq. ft.
Individual Warm-up room	for band performances	
Case Storage room	for band performances	
Five (5) solo/ensemble rooms		2500 sq. ft.
Individual Warm-up room	for solo/ensemble performances	
Case Storage room	for solo/ensemble performances	
Vendor Area		5000+ sq. ft.
Board Room	for fall board meeting	
Breakout rooms	for fall board meeting	

2.7.2. Check list of non-negotiable requirements

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 Both large performance hall must have 50 chairs, 60 music stands, 1 conductor’s podium and 1 one house microphone



- ✦ An individual warm-up room and case storage room near the large performance hall. If performance halls are not close to each other, a warm-up room and case storage room may be needed for *each* performance hall
- ✦ *Both* performance halls must be available for load in the day *before* the contest
- ✦ All five (5) solo/ensemble rooms must have an acoustic piano (5 total pianos)
- ✦ All five (5) pianos must be tuned on-site the morning of the day *before* the solo and ensemble competition
- ✦ *Both* performance halls must have a full set of percussion equipment (see section 2.7.2.1)
- ✦ Venue must have a secure location for storing percussion equipment
- ✦ Must designate a local Site Coordinator as a point of contact with NABBA



3. SUBMISSION INFORMATION

3.1. MATERIALS

- 3.1.1. Proposals should be submitted addressing individual solutions to each of the line items in section “2 Details of Proposal”
- 3.1.2. All Proposals should include the following
 - a) A final cost summary sheet
 - b) A breakdown of costs and/or discounts provided for each bullet as necessary. This would include items that are gratis
 - c) A map including estimated distances and travel times via foot between hotels, venues
 - d) A map outlining the proposed locations of all items in **2.5 Performance Venues** and **2.6 Professional Venue**
 - e) Photos representing the spaces required in **2.5 Performance Venues** and **2.6 Professional Venue**



- f) All services charged to NABBA require fully itemized invoices

3.2. INSTRUCTIONS

- 3.2.1. Proposals are to be received prior to the Close of Business (COB) on Friday, February 28th, 2020
- 3.2.2. After submission, the NABBA contact will schedule a preview call with submitters contact. The call will take place within 2 weeks of the submission of materials. This will allow presenters to determine if their materials are on point or need to be revised prior to their live presentation. The sole purpose of the call protects the time of both NABBA and the presenters.
- 3.2.3. Submissions should be made electronically and emailed to NABBA President Tony Granados: granados@nabba.org
- 3.2.4. All materials submitted as part of a Proposal will remain the property of NABBA.
- 3.2.5. Questions prior to submission may be emailed to: granados@nabba.org

3.3. PRESENTATION

- 3.3.1. Successful presentations typically include:
- a) Proposal information as outlined **3.1 Materials**
 - b) A presentation committee including but not limited to: local/regional band representatives, city official/representative
 - c) Description of why NABBA is important to the proposed location
 - d) Total pricing as well as showing group rates and any updates made since the proposals submission
 - e) A partnership with their cities Convention Bureau or Chamber of Commerce is highly suggested to complete a package presentation
- 3.3.2. Presenters are responsible for any technology and it's working condition. Communication with both NABBA and the Board Meeting site are recommended.



4. DECISION INFORMATION

4.1. PROPOSAL REVIEW

- 4.1.1. Finalist Presentations must be presented in person at the NABBA Board of Directors (BoD) Spring 2020 Board Meeting (April 15, 2020) 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 and must be agreed upon with the presenting party.

- 4.1.3. **Final Decision and announcement will be made by *June 30, 2020*.**

- 4.1.4. Acceptance of an RFP by the NABBA BoD does not constitute a contract between the parties. The NABBA BoD will participate in contract discussions with the selected finalist. Should the parties be unable to reach mutually agreeable contract terms, the NABBA BoD



reserves the right at any time to negotiate with other potential sponsors with no obligation to contract with the winning RFP sponsor.