



REQUEST FOR PROPOSAL: STAGE MANAGER FOR BLOCK PARTY 2023

Issued by: St Catharines Downtown Association, 80 King St, Unit 14, St Catharines

Date of issue: February 22, 2023

Deadline for submitting proposals: March 17th, 2023

The St Catharines Downtown Association (SCDA) is seeking proposals for Stage Managers for our 2023 Block Party. This is a contract position.

Our RFP seeks interesting and qualified individuals who are committed to ensure successful booking, sponsorships and management.

Candidates must be familiar with the music community. The candidate(s) will be responsible for organizing the stage that they are assigned. This includes some of the following:

- Obtaining sponsorships
- Booking acts (negotiating price, ensuring contracts are signed, distributing cheques)
- Arranging green room for your stage
- Ensuring that the budget allocated to their stage is kept balanced
- Ensuring diversity of acts
- Ensuring any requirements performers may have, are provided (i.e. specific equipment needed...)

They will work closely with the SCDA Executive Director and Marketing Coordinator.

Qualifications: We are seeking an individual with experience coordinating music events. The contractor should have extensive knowledge and experience with the music (both performing and running shows) community.

Financial Support: Each stage will be allocated \$4,000 to cover all stage costs (music, sound equipment, staging etc) and your payment. As such, you will need to obtain sponsorships to help cover additional stage costs

Milestones:

- Ongoing: Obtain sponsorships
- End of March: Create draft list for stage (to be approved by committee)
- At least 2 months (May 15) in advance: Book acts (obtain signed contracts)
- At least 3 months (Apr 15) in advance: Book stage, sound and other equipment as needed

Proposal Requirements:

- Summary of past experience with booking acts and obtaining sponsorships

- Your vision for the stage you would manage
- Draft budget

Selection Process and Timeline For Decision Making:

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Contract Awarded: March 23rd, 2023

Stage Manager Objectives:

- Obtaining sponsorships
- Booking acts (negotiating price, ensuring contracts are signed, distributing cheques)
- Arranging green room for your stage
- Ensuring that the budget allocated to their stage is kept balanced
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Event Details: The third Block Party will be held on July 15th. James St will be closed between King and James and St Paul St will be closed between Carlisle and William and Bond and Court. Stages have typically been located at Queen and St Paul, Summers St and James, Bond and St Paul.

Stage Manager Responsibilities:

- Plan and manage the logistics of stage operations
- Obtain Sponsorships
- Meet regularly with BIA staff, attend applicable meetings
- Manage and execute contracts for performers, contractors, equipment and vendors, including obtaining proof of insurance
- Track and report on the budget to the Executive Director revising estimates and providing actuals when available
- Create comprehensive budget and provide regular updates of any changes to Executive Director
- Communicate with the Executive Director regarding costs that are not including in the budget or that are running over budget, proposing suggestions for over budget projects

The Stage Manager will report directly to the Executive Director

SCDA Responsibilities:

- Review budget reports
- Advise on questions
- Coordinate the road closure
- Provide sample contract to be used
- Provide payment for all contracts submitted (must be submitted 2 weeks in advance of payment)
- Provide ongoing support of documentation and contacts as needed
- Will provide insurance for event

Proposal Contact:

Please submit electronically to:

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