

**Florida A&M University
Student Government Association
Tallahassee, Florida 32307**

REQUEST FOR QUOTES

**2023 SGA HOMECOMING CONCERT
CONCERT PROMOTER/PRODUCER**



Submit Quotes to Bryan Smith and Karen Colston

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**Submissions Due:
May 26, 2023
11:59 p.m., Eastern Standard Time**

REQUEST FOR QUOTES

CONCERT PROMOTER/PRODUCER

The Florida A&M University (FAMU) Student Government Association (SGA) will host the official student-sponsored FAMU Homecoming 2023 Concert. SGA requests quotes from reputable agencies to produce the Homecoming concert. Please adhere to the information below for quote submittal:

Concert Information and Venue

Date: Thursday, October 26, 2023 (Date may be flexible based on artist availability)

Location: Alfred Lawson Multipurpose Center & Teaching Gymnasium

Time: TBD

Artist Selection

A or B List Artist will be selected. Selected artist will have mass appeal to targeted audience.

Event Management/Agency Requirements for Concert Production

1. Negotiate and secure contract for the selected artist(s).
2. Coordinate transportation, lodging, hospitality, food requests, stage, sound, all production requirements, and all other contractual requests for artists(s).
3. Provide all marketing and advertisement for the concert (Radio, Television, Print, and Social Media).
4. Develop and implement social media campaigns (Twitter, Instagram, Face Book) leading up to concert that will include early bird specials for ticket purchases.
5. All agency cost, fees and splits from revenue generated from the concert will be negotiated between the Florida A&M University Student Government Association and the selected Agency.

Submission Requirements

The Quote shall include:

1. Name of proposer, address, telephone number and email address
2. History of concert promotions
3. Financial history supporting large scale concerts/productions
4. Names and titles for staff who will be working directly with the contract and concert

Questions

Please contact Bryan Smith bryanf.smith@famuedu or Karen Colston karen.colston@famuedu with any questions regarding this RFQ.

Deadline

Quotes must be received by 11:59 p.m., Eastern Standard Time, Friday, May 26, 2023. Submit quotes to Bryan Smith at bryanf.smith@famuedu and Karen Colston at karen.colston@famuedu.