



MNCork: Virtual Technology Production RFP

August 11, 2020

2020 MNCork 2.0: Event Virtual Technology Production RFP

Statement for RFP Scope:

To select a service provider for the virtual technology production of the 2020 MNCREW Signature Event titled: MNCork 2.0

About MNCREW:

MNCREW's mission is to ignite the commercial real estate industry through the collective achievements and unique strengths of women. As part of CREW Network, the industry's premier networking coalition, MNCREW is dedicated to transforming the commercial real estate industry by advancing women globally. Membership encompasses all parties necessary to complete a real estate transaction including but not limited to brokers, developers, general contractors, engineers, attorneys, and marketing professionals. MNCREW members are empowered by sharing their knowledge and experience, while also learning from the insight and know-how of others.

Event Overview:

For this virtual event, guests will enjoy an evening of learning and tasting wine and virtual socializing in small and large groups. Prior to the event, guests will receive a curated package of wines, cheeses, and swag. During the live event, a wine sommelier will introduce and inform guests on the selected wines. Guests will also receive a virtual tour of the new Dayton's project. Small group breakout rooms will allow guests to virtually mingle and network, possibly with room activities or games. Target attendee size: 100-200 guests (final number by Sept 21).

Event Date and Location:

Thursday, October 1st, 2020, sign-in 4:00-4:30 pm, event 4:30-6:00 pm.

Event is virtual for attendees with live filming of sommelier, hosts, and speakers at The Dayton's Project, 700 Nicollet Mall, Minneapolis, MN 55402.

RFP OVERVIEW

- Provide a summary and overview of virtual video production that your company can provide with itemized costs.

RFP SCOPE OF SERVICES

- Create the video production plan with input from MNCREW MNCork Event Committee.
- Attend on-site planning meeting and provide input on the set and staging.
- Administer all platform technology components of the virtual event, including multiple speakers and breakout rooms. Assist in the breakout room activities coordination. Note that the number of breakout participants in each room will be kept to nine people or less.
- Provide creative input and ideas to enhance the user experience/engagement.
- Provide live on-site camera, microphone, lighting, and filming with sommelier, hosts, and speakers; as well as breakout rooms as needed.
- Switch between different sources during the event, including camera footage of live event, pre-recorded materials, and breakout rooms.



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RFP & SUBMITTAL PROCESS -

- *Tuesday, August 11* *RFP on MNCREW website*
- *Monday, August 17* *Vendor Proposal Submittals due*
- *Thursday, August 20* *MNCREW MNCork Committee will Notify Awardee*

RFP SUBMITTAL

Submit all RFP Responses in PDF via email by Monday, August 17th 5 PM to Suzanne Johnson, sjohnson@envirosoln.com.