



Request for Proposal (RFP)

Entertainment for Langley's 2018 Annual Street Dance

The Langley Arts Commission (LAC) is accepting submissions from artists to provide entertainment for the annual Langley Street Dance to be held on 14 July 2018.

The street Dance will be conducted on Second Street in front of the old Langley Firehouse from the hours of 7-10pm. The time will be divided between two groups of entertainers.

The groups selected will be required to enter into a contract with the City of Langley agreeing to abide by the terms and conditions included in this RFP.

Each entertainment group will receive \$1000.00 for their performances. No additional and or contingency funds will be available for RFP applicants.

Entertainer Group selection and approval criteria

An ad hoc selection panel named by the LAC will select two entertainment groups subject to review by the Langley Arts commission and for final review and approval by the Langley City Council.

The following criteria will be utilized by the ad hoc committee and the LAC during the process of selection, review and approval of the Street Dance entertainment.

Artistic quality and originality	25 points.
Danceability of music	25 points
Demonstrated community performance exposure.	25 points
Island County or local entertainment groups.	15 points
Presentation of application materials	10 points

After selection of entertainers the Arts Commission will notify each group on their position on the program.

Entertainer responsibilities

Each group will be represented by a single point of contact.

Each group will be responsible for providing a sound tech and for setting up and breakdown of their instruments and sound equipment as directed by the LAC Street Dance Project Manager.

The first group on the program must breakdown their equipment expeditiously in preparation for the next set.

Each Entertainment group selected, warrants:

1. To execute their musical set in a timely and professional manner
2. Maintain an effective working relationship with the LAC Street Dance Project Manager.
3. Sole responsibility for delivery, setup and breakdown of all associated musical equipment.
4. Acquisition of rights and royalties for music played.

The City of Langley

1. The City of Langley will be responsible for obtaining a permit to hold the 2nd Street Dance event.
2. The City of Langley will be responsible for supplying event marketing, posters, and flyers and media materials.
3. Providing a check for services to the entertainment group upon completion of their performance.
4. Will not be responsible for loss or damage of entertainer materials and equipment.

Application guidelines

The application will include the following:

1. Access to a file containing recent work by the group
2. A press kit

Time line

December 12, 2017	City Of Langley issues RFP.
February 28, 2018	Deadline receipt of RFP submissions.
March 8, 2018	LAC completes review and selection process, passes recommendation to the Langley City Council.
March 19, 2018	City Council reviews LAC recommendation.
March 26, 2018	Contract signing
July 14, 2018	Street Dance performance

Application can be submitted as follows:

1. Email to planning@langleywa.org
2. USPS
City of Langley
Attention: Brigid Reynolds, Director of City Planning
PO Box 366
Langley, WA 98260
3. Hand delivered
(For document security, entertainment groups are encouraged to hand deliver their proposals to the Langley City Hall front desk, obtaining a time and date stamped receipt.)
City Hall is located at 112 Second Street, Langley.

For more information contact Brigid Reynolds at planning@langleywa.org.