



Brooks Development Authority  
Request for Proposals  
Event Planning Services for Chanclas y Cervezas  
Bid #12152021-002  
Questions

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1. What is the budget or the 2022 event?

**ANSWER: Brooks is requesting budget breakdown of contract/manhours, which is currently estimated to not exceed \$15,000. Please provide other anticipated hard costs, to include, but not limited to, additional staffing required for execution of event (setup, day-of and breakdown), mileage, etc.**

2. Do you have historical budgets you can share?

**ANSWER: Once the event planning group is selected, we can share the budget document with you.**

3. How many team members are you looking for onsite?

**ANSWER: Depending on the number of activities and stations setup we will need to have a team member(s) activate each one. Volunteers are highly encouraged and paid "day-of" staff is welcomed.**

4. Will team members onsite have job functions outside of the oversight and execution of the overall event production? If so, what job functions should they be prepared for?

**ANSWER: We are requesting a team to support the planning, execution and day-of activities for the event. Respondent should clarify if additional staff needed for event setup, actual event, and breakdown are different.**

5. You've outlined needing support in public ticket and gate sales management. Can you confirm the hours these stalls would be open and have many you traditionally include?

**ANSWER: Tickets sales at the gate will remain open for from 5:00 pm – 9:00 pm. No more ticket sales are needed after 9PM, however someone will still need to man the gate for control. We have 2 GA lines(pre-paid) 1 pay at the door line and 1 VIP line... totaling to 4 lines.**

6. In June what day or days do you needed the booths for?

**ANSWER: Event will take place during fiesta on Saturday, April 2, 2022. Setup should occur the day prior, and breakdown should be completed no later than the day after.**