**RFP# JRF-P-2020-001 –**

**Event Management Services.**

**Questions & Answers**

1. In the list of requirements sent from your end, you have requested that the event management company is expected to sign a Non-Disclosure Agreement.  Kindly clarify when should this take place in order for us to proceed.

At the time of submitting the proposal.

1. We acknowledge that the event will take place in Ramadan and most probably requires a Ramadan theme.  Is there anything specific you would like us to incorporate or keep in mind while designing? Such as stressing on 25 years for example or conveying a particular message?

No Ramadan theme required.

We would like to emphasize on celebrating 25 years of protection and empowerment, reaching over a million beneficiaries since our establishment in 1995.

25 Years towards a Safe, Resilient Jordan

Key theme words include : optimistic, powerful, positive , uplifting , moving forward , ( playing around the circle in ٢٥ )

1. It is requested that companies will design the reception area, what takes place in the reception area?  Are the assigned seating received in the reception area for the main event?

Reception area for invitees to mingle and break their fast ( water + date will be served) prior to entering the ballroom .

Table assignment process/area should come before that (in a separate area as soon as guests walk in) .

1. As for the program of the event, what will be taking place in the event?  Or would you like companies to come up with ideas?

The program is as follows:

Reception

Iftar

Video

Main Speech

Entertainment

1. What do you mean by storyboard development?

3D visual designs to complement the sequence of the entire program

1. The RFP includes a long list of elements such as invitations cards, menu, etc.  Do you expect companies to have designs for each written element or only be included in the pricing and be developed at a later stage if the proposal is accepted?

We would require designs for the following:

Invitation card and envelope

Booklet (to be placed on all tables)

Raffle books

Table numbers signage

1. What is the time of the event, is it Iftar? or after?

It is an Iftar.

The program is as follows:

Reception

Iftar

Video

Main Speech

Entertainment

1. Please clarify event venue arrangement according to specifications?

Question is not clear

1. Are we using the hotel furniture? can you share with us the agreement with the hotel re setup

The event management company is free to suggest furniture style, setup and floor plan.

1. Please share the entertainment to be able to decide on the technical rider and stage requirements

Please feel free to suggest a local artist and include an estimate for stage and rider

1. Develop 3D mapping ...can you collaborate more on this?

Looping graphics to be projected on screens throughout the event

1. Produce and provide list of attendees .. is it the list of suppliers from our side?

Post event deliverable

List of all guests who actually attended the event

1. How many days do we have for setup?

1 day

1. Are there any speeches, or any other details for the program?
2. The program is as follows:
3. Reception
4. Iftar
5. Video
6. Main Speech
7. Entertainment
8. Storyboard development and production, for what?
9. 3D visual designs to complement the sequence of the entire program