

Event Coordinator
Request for Qualifications

The City of Morgantown is seeking event coordination and promotion ideas from a company, firm, team of persons, or individual to assist BOPARC and the City fill its current venues and facilities with live events, performances, music, and other events that will bring residents out to support not only the venue, but the local businesses and services around them. The successful qualified firm, team, or person will act as contracted consultant for the City to perform the following tasks, but not be limited to:

- Bringing new events into current facilities including, but not limited to, the Morgantown Metropolitan Theatre, the Hazel Ruby McQuain Amphitheatre, the Morgantown Market Place, the Morgantown Event Center, and BOPARC Parks;
- Planning, promoting and/or conducting new performances, shows, festivals or events;
- Compiling and organizing information gathered from BOPARC, Main Street Morgantown, and public facility staff;
- Developing a system to organize volunteers to help with the events; and
- Preparing reports and other correspondence at the direction of the City of Morgantown, as needed.

Questions concerning submission of a proposal in response to this RFQ should be addressed to the City of Morgantown officials named below:

Public Communications Manager Susan Sullivan
Communications Office
304-284-7426

A full description packet is available on the City's web page at www.morgantownwv.gov/business. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFQ, revisions, amendments or supplements will be provided by posting to the this same site.

Respondents must submit one response with original signatures and four (4) copies of completed responses, along with all supporting materials required for acceptance of their packets by 5:00 pm, Friday September 28, 2012 .

Mail or Deliver to:
City of Morgantown – City Hall
Attention: Event Coordinator RFQ
389 Spruce Street
Morgantown, WV 26505