



CITY OF WEST HOLLYWOOD  
ARTS DIVISION

REQUEST FOR PROPOSALS  
**DJ's, MUSICIANS, PERFORMERS FOR WEHO LIVE!**

Date released: May 19, 2020

Deadline to Apply: June 30, 2020 (5:00PM, PST)

The City of West Hollywood is seeking proposals from DJ's, Musicians, and Performers to present a 1-hour music set for WeHo LIVE!.

The City of West Hollywood has always made programming community events one of its priorities. One of the most difficult aspects of navigating the coronavirus (COVID-19) public health emergency is maintaining the sense of community while continuing to maintain social distancing requirements. As we begin to think about how to reopen our city, it is unclear how quickly we will be able to gather again for in person events.

WeHo LIVE! is designed to be a way for us to gather (even if apart) and have a shared experience while maintaining distance and keeping everyone safe. The weekly, one-hour, program will be held on Friday evenings and will feature DJ's, musicians and performers. The goal of this program is to bring community members entertainment and a sense of continuity and community in an otherwise extremely isolating time.

DJ's, Musicians, and/or Performers will be invited to perform a 1-hour family friendly music set, participate in a sound check with staff prior to the event, use Mixcloud Live online platform to present the performance, and play the agreed upon music genre as presented in the proposal.

**ELIGIBILITY:** Applicants must have at least 3 years of professional experience, demonstrated ability to facilitate an online show, and ability to provide high quality sound. City of West Hollywood elected and appointed officials, its employees, and their immediate family members are not eligible to apply.

**SELECTION CRITERIA:** The City will use the following criteria in its evaluation and comparison of proposals submitted:

- Professional experience
- Quality of music/performance samples
- Technical expertise to present an online performance
- Social media acclamation and competence to advertise performance

The City may require additional information and proposers agree to furnish such information. The City reserves the right, at its sole discretion, to award the contract to that proposer who will best serve the interest of the city. The City reserves the right to recommend changes to any proposed project in an effort to maintain the highest quality and integrity.

**SELECTION PROCESS:** City of West Hollywood Arts Division Staff will convene to review submissions through this request for proposals taking experience, quality of music samples, technical expertise and social media acclimation and competence into consideration. The City will issue a contract for services to the selected DJ, Musician and/or Performer with a defined scope of work.

**TO APPLY:** The online application can be accessed through the city's website: or directly here: <https://form.jotform.com/201315088987160>

**DEADLINE TO APPLY:** All proposals must be received by 5:00PM (PST) on Tuesday, June 30, 2020.

**QUESTIONS:** For all questions related to this RFP contact Joy Tribble, Arts Technician, [jtribble@weho.org](mailto:jtribble@weho.org), 323-848-6360.