



CITY OF WEST HOLLYWOOD  
ARTS DIVISION

REQUEST FOR PROPOSALS  
**VIRTUAL THEATRE**

Date released: June 9, 2020

Deadline to Apply: **June 29, 2020 (9:00AM, PST)**

The City of West Hollywood is seeking proposals from arts organizations for Virtual Theatre.

One of the most difficult aspects of navigating this public health emergency is maintaining the sense of community while continuing to maintain social distancing requirements. In response to coronavirus disease (COVID-19), the City of West Hollywood is taking every precaution to prioritize community health and well-being, as well as provide updates.

For several years, the City of West Hollywood's Arts Division has presented Free Theatre in the Parks. This year, as we continue to navigate the public health emergency, the City is seeking proposals to present a Virtual Theatre experience for the 2020 season.

The selected organization will be invited to present a family friendly virtual theatre production, participate in a sound check with staff prior to the event, and perform the agreed upon production as presented in the proposal.

**ELIGIBILITY:** Applicants must have at least 3 years of professional experience, demonstrated ability to facilitate an online theatre performance, and ability to provide high quality audio and visuals. 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:

- Artist Qualifications and Experience including – the education, training, experience, body of work, and recognition of the artist, and the consistency of the artist's qualifications with the stated goals of the project. To the extent applicable, the artist's previous proven successful experience in creating, producing or otherwise implementing projects similar to the one proposed.

- Aesthetics – Projects will be evaluated on the design quality, potential visual enjoyment, innovation/risk in concept and technical approach, and prospective social interaction.
- Diversity – The Commission is committed to providing opportunities to artists who have not yet exhibited with the City. All ranges of artistic styles, and diversity of artists (gender, race and culture) are encouraged to assure a balanced and interesting program.
- Proposed Budget – Proven successful experience working within a given budget.

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 applicant 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 and Cultural Affairs Commission will convene to review submissions through this request for proposals taking experience, quality of samples, technical expertise and social media acclimation and competence into consideration. The City will issue a contract for services to the selected presenter 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/201308974858163>

**DEADLINE TO APPLY:** All proposals must be received by 9:00AM (PST) on Tuesday, June 29, 2020.

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