



**Request for Proposals (RFP): Stage Design and Production Services National Alliance of Black School Educators (NABSE) 53rd Annual Conference – December 10–13, 2025**  
**Location: Hyatt Regency Chicago, Chicago, Illinois**

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**Proposal Due Date:**

**Friday, August 9, 2025, by 5:00 PM (EST)**

**Submit via Email: [executivedirector@nabse.org](mailto:executivedirector@nabse.org)**

**Attention: Phyllis Williams, Executive Director**

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## **I. INTRODUCTION AND BACKGROUND**

The National Alliance of Black School Educators (NABSE) invites proposals from qualified design and production firms to provide custom stage design and build services for its 53rd Annual Conference. The conference will include high-profile keynote speakers, R&B musical performances, an awards gala, and panel discussions.

We seek partners who can create dynamic, visually engaging, and flexible stage environments that elevate the audience experience while reflecting NABSE's mission and visual identity.

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## **II. SCOPE OF SERVICES**

**A. STAGE 1 – GRAND BALLROOM STAGE** Used for: - R&B Concert - Keynote Addresses - Awards Gala

Design/Production Requirements: - Main stage with dramatic visual presence and bold architectural features - Integrated LED wall or projection screen with 4K resolution - Programmable lighting (uplights, wash lights, spotlights, intelligent lighting) - Foggers, moving lights, and rigging as needed for concert settings - Comfortable space for musical performers, including stage risers and backline areas - Stage branding and custom signage elements - Accessibility ramp and backstage access - Creative inspiration drawn from: AstraZeneca, National Principals Conference, and AOPO stage examples

**B. STAGE 2 – PANEL DISCUSSION STAGE** Used for: - Seated expert panels - Fireside chats

Design/Production Requirements: - Modern, clean aesthetic suitable for televised discussion format - Branding elements and panelist backdrops - LED or projection screens to display names, visuals, and media - Furniture and podiums for seated panel discussion (podium, chairs, end tables) - Functional lighting and AV support for both live audience and broadcast - Creative inspiration drawn from: SCOR and Indian Restaurant Congress stage examples

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### III. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must include:

**1. Company Overview**

- Legal name, address, and primary contact
- Portfolio website or visual references

**2. Conceptual Stage Designs**

- Sketches, renderings, or past stage examples
- Must reference the two-stage setup required

**3. Production Capabilities**

- Services offered (design, build, logistics, lighting integration, AV coordination)
- Staffing plan, on-site support

**4. Itemized Budget**

- Pricing for design, materials, setup, teardown, labor
- Rental equipment (lighting, screens, rigging) if applicable

**5. Insurance and Licensing**

- Proof of commercial general liability insurance
- Any required certifications or compliance documents

**6. References**

- Minimum of two references from past clients of similar scale
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### IV. EVALUATION CRITERIA

Criteria	Weight
Design creativity and visual appeal	30%
Experience and past project success	25%

Criteria	Weight
Budget clarity and value	20%
Production capabilities and logistics	15%
Alignment with NABSE brand and mission	10%

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## V. TIMELINE

Milestone	Date
RFP Released	July 11, 2025
Questions Due	July 26, 2025
Proposals Due	August 9, 2025
Vendor Selected	August 30, 2025
Design Review & Finalization	September 15, 2025
NABSE Conference Dates	December 10–13, 2025

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### **Submit Proposals to:**

Phyllis Williams

Executive Director, NABSE

Email: [executivedirector@nabse.org](mailto:executivedirector@nabse.org)

Subject Line: *NABSE 2025 Stage Design Proposal*