

Request for Proposal (RFP)

DJ and Event Lighting Services

RFP Number: WCFL-2026-001

Issue Date: September 1, 2026

Proposal Due Date: December 1, 2026

Event Date: Saturday, March 6, 2027

Request for Proposal

The **Washington County Free Library (WCFL)** is seeking proposals from qualified professional DJs to provide music entertainment, emcee services, and event lighting for a special evening event to be held on **Saturday, March 6, 2027**, at the Washington County Free Library's Hagerstown Location at 100 S. Potomac Street.

We invite experienced vendors to submit proposals that demonstrate their qualifications, creativity, and ability to provide a high-quality entertainment experience for approximately **250** guests.

Event Information

Event: Journey to Olympus: A Mythical Costume Gala

Date: Saturday, March 6, 2026

Location:

Washington County Free Library
100 South Potomac Street
Hagerstown, MD 21740

Estimated Attendance: 250

Event Hours: 6:30pm-10:30pm

Vendor Arrival/Setup: 4:00pm

Scope of Services

The selected vendor shall provide all equipment, personnel, and services necessary for successful entertainment during the event.

Services should include:

- Professional DJ services throughout the event
 - Emcee services, including announcements and introductions as needed
 - Professional-grade sound system appropriate for the event space
 - Familiarity with commercial sound-systems and ability to preview the Library's AV equipment for use night of the event
 - Dance floor music tailored to a broad audience
 - Ability to broadcast ambient music throughout the second and first floor
 - Event lighting, including dance floor lighting and uplighting (if available)
 - Complete setup and breakdown of all equipment
 - Coordination with Library staff regarding timeline and event flow
-

Music Expectations

The DJ should be prepared to:

- Meet with event organizers prior to the event to discuss music preferences and timeline.
 - Accept reasonable guest requests while maintaining an appropriate atmosphere
 - Provide a playlist suitable for a public community event
 - Avoid music containing excessive profanity or explicit content unless specifically approved
-

Lighting Requirements

Proposals should describe available lighting options, including:

- Dance floor lighting
- Intelligent or moving lights (if offered)
- LED uplighting
- Color customization

- Any additional visual effects included in the proposal

Please indicate whether lighting packages are included in the base price or available as optional enhancements.

Vendor Qualifications

Proposals should include:

- Company overview
- Years in business
- Experience providing DJ services for nonprofit, municipal, corporate, or community events
- At least three professional references
- Description of backup equipment and contingency plans

Proposal Requirements

Please include:

1. Cover letter
 2. Company information
 3. Description of services
 4. Equipment list
 5. Staffing information
 6. Sample event timeline
 7. Pricing proposal
 8. Optional add-on services
 9. References
 10. Proof of insurance or ability to sign a no-fault agreement with Washington County Free Library
-

Pricing

Provide a detailed price proposal including:

- DJ services
- Lighting services
- Sound equipment
- Travel (if applicable)
- Setup and teardown
- Overtime rates
- Any additional fees

Please indicate whether pricing is:

- Fixed fee
- Hourly
- Package pricing

Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Relevant experience	25%
Quality of proposed services	25%
References and reputation	20%
Cost	20%
Overall responsiveness to the RFP	10%

The Library reserves the right to interview finalists before making a selection.

Insurance Requirements

The selected vendor must provide proof of general liability insurance prior to the event and comply with all applicable federal, state, and local regulations.

In lieu of insurance, the vendor must sign a no-fault agreement with Washington County Free Library.

Proposal Submission

Submit proposals electronically in PDF format to:

Jenny Bakos

Washington County Free Library

Email: jbakos@washcolibrary.org

Questions regarding this RFP should be directed to the contact listed above no later than **November 20, 2026**

Tentative Schedule

Activity	Date
RFP Issued	September 1, 2026
Questions Due	November 20, 2026
Proposal Deadline	December 1, 2026
Vendor Selection	January 4, 2026
Contract Award	January 4, 2026
Event	March 6, 2026

Reservation of Rights

The Washington County Free Library reserves the right to:

- Reject any or all proposals
- Request additional information or clarification from proposers
- Waive informalities or minor irregularities in proposals
- Negotiate with one or more vendors.
- Cancel or modify this solicitation at any time if determined to be in the Library's best interest.

Submission of a proposal does not obligate the Library to award a contract or reimburse vendors for proposal preparation costs.

We appreciate your interest in partnering with the Washington County Free Library and look forward to reviewing your proposal.