



Request for Proposal (RFP)

Live Music Services for the 2025 Business Excellence Awards

Issued by: Cranbrook Chamber of Commerce

Submission Deadline: September 10, 2025

Event Overview

The Cranbrook Chamber of Commerce is seeking proposals from talented local bands to provide live background music for the 2025 Business Excellence Awards on Friday, October 24, 2025, at the Key City Theatre in Cranbrook, BC. This is Cranbrook's premier business event of the year, drawing a standing-room-only crowd of approximately 300 guests from the local business and community sectors. The event includes a pre-show mingling session and an intermission, during which live music will enhance the experience for guests.

The successful applicant will benefit from valuable exposure to a professional and community-oriented audience.

Scope of Work

We are inviting proposals for a live band to perform background and mingling music during the following times (times are approximate, subject to change):

- **Pre-event mingling session** (approximately 45 minutes) 6:30pm-7:15pm
- **Intermission performance** (approximately 30 minutes) 9:00pm-9:30pm

The music should be upbeat yet ambient enough to allow for conversation and networking among attendees.

Proposal Requirements

Interested performers are asked to include the following in their submission:

1. Performance Details

- Description of band and musical style
- Proposed setlist or genre focus appropriate for a professional/business audience
- Number of performers and any equipment required

2. Pricing

- Itemized quote including performance fees, equipment/sound setup, and any/all additional costs

3. Experience and References

- Brief overview of past performances at events of similar size/scope
- At least one reference or testimonial from a past client

4. Music Sample

- Link to audio or video samples (e.g., website, social media, YouTube, etc.)

5. Additional Considerations

- Preference will be given to current members of the Cranbrook Chamber of Commerce

Evaluation Criteria

Proposals will be evaluated based on the following:

- Suitability and professionalism of music for the event setting
- Performance quality (based on submitted samples)
- Price and value
- Experience with similar events
- Chamber membership status

Submission Details

Please submit your complete proposal by **Wednesday, September 10, 2025**, via email to:

Kyle Born

Member and Events Coordinator, Cranbrook Chamber of Commerce

 events@cranbrookchamber.com