



Virginia Black Chamber of Commerce
904 Princess Anne Street, Suite 305
Fredericksburg, VA 22401
Tel: (540) 216-0021
Email: info@vablackchamber.org

Request for Proposal (RFP): DJ Services for Networking Event

Solicitation No. 25-0818-A

Date Issued:

May 27, 2025

Overview

The Virginia Black Chamber of Commerce (VABCC) invites professional DJs to submit proposals to provide entertainment services for the 2025 National Black Business Month Networking event. This event will take place on Monday, August 18th, in Richmond, Virginia.

We are seeking a skilled and experienced DJ to enhance the event's energy and create a memorable experience for our diverse audience.

Event Information:

Title: Rise & Thrive: National Black Business Month at Skybar

Location: Sky Bar: 324 William Street, Fredericksburg, VA 22401

Date: Monday, August 18, 2025

Time: 5:00 pm – 9:00 pm

Scope of Work

The selected DJ will be responsible for the following tasks and requirements:

1. Performance Details:

- Provide music and entertainment during designated time slots throughout the conference.
- Play a mix of music appealing to a professional, diverse audience, including genres such as Top 40, R&B, hip-hop, jazz, and upbeat background music.

2. Equipment Requirements:

- Provide all necessary DJ equipment, including sound systems, turntables, speakers, microphones, headphones, and any other items required for the conference.
- Ensure backup equipment is available on-site to minimize disruptions in case of technical issues.

3. Professionalism:

- Arrive punctually for setup and sound checks, as well as all scheduled performance times.



Virginia Black Chamber of Commerce
904 Princess Anne Street, Suite 305
Fredericksburg, VA 22401
Tel: (540) 216-0021
Email: info@vablackchamber.org

- Dress in business-appropriate or event-appropriate attire, reflecting the professionalism of the audience and the Chamber.
 - Engage the audience while maintaining a high level of professionalism suitable for a business environment.
4. **Coordination:**
- Collaborate with the event planning team to ensure proper timing for music transitions and announcements.
 - Work in harmony with other vendors, including lighting and A/V technicians, to ensure smooth operation.
5. **Licensing Compliance:**
- Maintain proper music licensing and adhere to copyright laws for all music played.

Submission Guidelines

Interested DJs should submit a complete proposal consisting of an electronic PDF formatted attachment by **Friday, June 20, 2025**, to be considered for this opportunity. Proposals must include the following information:

1. **DJ/Business Information:**
 - Name, address, email, and phone number of the applicant or business.
 - Brief biography or company history, including years of experience and notable events performed at.
2. **Portfolio/Previous Experience:**
 - List of past events similar in size and scope.
 - Two to three references, including contact information.
3. **Proposed Entertainment Plan:**
 - Music genres or playlist ideas that align with the conference's audience and goals.
 - Description of how you plan to engage attendees and enhance the event atmosphere.
4. **Equipment Details:**
 - List of equipment you will provide and setup requirements.
5. **Cost Proposal:**
 - Clearly outline pricing, including hourly rates, overtime fees (if applicable), and costs for any additional services or rentals.
6. **Additional Information:**
 - Include any value-added services or special features (e.g., emcee services, custom playlists).

Submission Process



Virginia Black Chamber of Commerce
904 Princess Anne Street, Suite 305
Fredericksburg, VA 22401
Tel: (540) 216-0021
Email: info@vablackchamber.org

Please email your completed proposal with the subject line “DJ Proposal 25-0818-A” to info@vablackchamber.org, consisting of a PDF-formatted attachment, by Friday, June 20, 2025 at 11:59 pm.

Late submissions may not be considered.

Selection Process

Proposals will be evaluated based on the following criteria:

- Membership Tier & Tenure with the Virginia Black Chamber of Commerce
- Relevant experience and past performance
- Ability to meet the event’s entertainment needs
- Quality and professionalism of the proposed plan
- Reasonable pricing aligned with budget considerations
- **Submit to:** info@vablackchamber.org
- **Subject line:** DJ Proposal 25-0818-A
- **Format:** PDF Document
-

Timeline

- **RFP Release Date:** May 27, 2025
- **Proposal Submission Deadline:** June 20, 2025
- **Award Notification:** June 30, 2025

Questions

For questions or further information, please contact **Michelle Riddick** at (540) 216-0021 or michelle@vablackchamber.org, cc: info@vablackchamber.org

We appreciate your interest in working with the Virginia Black Chamber of Commerce to make the National Business Month Networking an exceptional event!