



**Request for Qualifications
Hogansville Downtown Development Authority**

The Hogansville Downtown Development Authority (HDDA) is seeking information from qualified contractors to provide event coordination services in the City of Hogansville, GA. The HDDA promotes our local businesses and downtown Hogansville's development.

The Event Coordinator, contractor, will assist the HDDA to manage downtown events including markets, alive after five, live shows, charity events, food festivals, etc. The awarded contractor will receive compensation for each event coordinated.

Required Services:

- Invite vendors/food trucks/entertainment via social media events.
- Create event flyers and promote events through social media posts.
- Source venues and permits.
- Coordinate music, performers, electricity, waste, and logistics.
- Track and review all event vendor applications and qualifications.
- Notify vendors if accepted to attend the event.
- Communicate to accepted vendors how to pay vendor fees.
- Troubleshoot vendor payment queries.
- Develop and communicate vendor and food truck set-up map locations.
- Verify vendor fees have been received prior to the event.
- Prepare the venue prior to vendors/guests arriving.
- Meet vendors during event set-up answering questions and verifying booth location.
- Be present throughout the event ensuring a successful event for vendors and guests.
- Present event proposals to city officials, as necessary

Information Requested from contractor:

- Key contact details
- Overview and experience related to event coordination
- Portfolio of past events (with photos or links)
- Professional references
- Mock event proposal (encouraged but not required)

Sealed, unbound information packages are **due Monday, April 7, 2025, 11 am EST** at the following address:

City of Hogansville
Attention: HDDA
111 High Street
Hogansville, GA 30230

Emailed packages will be accepted at dda.hgvl@gmail.com with the subject line: 20250314 HDDA Event Coordinator RFQ with the same deadline as packages; Monday, April 7, 2025 11 am EST.