

Olney Days
Request for Proposal
Tent Management at Party in the Park
Questions: Barbara Falcigno, 301-332-4554

Issue to Address

There are 10 tents owned by Olney Civic Fund (OCF) to be picked up from storage in Sandy Spring, delivered to Olney Manor Park, set up, take down, and return to storage for Olney Days Party in the Park which will be held on Saturday, April 29, 2023. Tents range from 10x10 feet to 18x40 feet. The organization will need to provide a pickup/moving truck to move the tent collection and the weights. Weights are to be provided by the organization.

OCF's Vision

OCF envisions that an organization from the Olney area with ample support learn how to set up the tents before the event. On the day of the event, the organization will have the leadership structure and sufficient youth and adults to execute tent set up and take down with no additional support from OCF except direction on where the tents are to be placed.

Requirements

Tents must be set up and ready to use by 1:00 on event day. This requires knowledge of how to set them up and take them down. For groups that have not done this before, this requires a practice day with the volunteers prior the event directed by an Olney Days Committee member. During this practice event, your organization will take inventory of the parts and organize them so they can be picked up readily on the day of the event. Tent collection includes:

- 1 - 18X40 pole canopy tent
- 7 - 10X20 pole canopy tents
- 2 - 10X10 pole canopy tents

Once set up, all tents must be tied down with weights, for example, large cinderblocks and/or 5 gallon buckets filled with water (100 pounds for 10x10, 200 pounds for 10x20, and 800 pounds for 18x40). Your organization needs to identify a source of weights for all but the 18x40 tent. Weights and tents must be picked up from their storage locations and delivered to Olney Manor Park the morning of the event. Tent set up can begin at 9:00 am and must be completed by 1:00 pm. With 6-8 people working on a 10X20 tent, it should take approximately 15 - 20 minutes to set up and/or take down. The 10x10 tents go quicker, the 18X40 tent takes longer and your volunteers must remain until the tent passes County inspection. (Olney Civic Fund is responsible for arranging the inspection.)

After fireworks end at approximately 8:45 pm, tents can be taken down and prepared for storage. If they are not returned to storage that night, they can be stored in a vehicle (such as a 10 ft moving van) and returned to storage the next morning. If returned at night, battery operated work lights and/or bright flashlights will be needed as the storage shed does not have lights. In case of rain or heavy dew, come back within 2-3 days to open canopies to dry under the sun, then fold and return to the shed.

Donation

A donation of \$2500 will be made from Olney Civic Fund to the recipient organization for your participation in this event.

Application

Return attached application form by December 30, 2022. A decision will be made by the end of January 2023.

Application to Manage Tents at Olney Days Party in the Park

Name of Organization:

Mission of Organization and its impact on the greater Olney Community:

Name of contact person:

Email of contact person:

Cell phone number of contact person:

Is the organization a 501c3 non-profit (this is not required)?

Number of adult volunteers in the organization:

Number of youth volunteers in the organization:

How will your organization assure that you will have sufficient participation in the practice set up and Olney Days activity? Attach a list of the names of volunteers who will work the event on April 29, 2023.

Describe events this organization has done in the past that have mobilized your membership. It does not need to involve tents - we want to understand how this organization has been able to successfully complete tasks requiring a large number of volunteers.

The criteria to evaluate the proposals will first look at ability to successfully fulfill the requirements and then mission of organization and its impact in/or around Olney.