



**Antonian Awards Gala 2024**  
**Request for Proposal of Service**  
**(Please fill out the second page and return with your proposal of services)**

**Event Name:** Antonian Awards Gala 2024

**Meeting Description:** Annual Awards Gala hosted by ILEA - San Antonio Chapter

**Date:** Tuesday, September 17, 2024      **Time:** 6:00 PM - 10:00 PM

**Location:** McNay Art Museum 6000 N. New Braunfels Ave.

**Projected Attendance:** 250 - 350 event industry professionals from the state of Texas. To include Event Designers, Producers, Wedding Planners, DMC's, Event Support, Hoteliers, Venues, Caterers, etc.

**Proposal Inclusion:** Design plan, ideas, renderings, concept, fully conceptualized plan of event or portion of event services you are willing to donate or discount for the Antonian Awards Gala. Proposals must include hard costs, labor hours, setup/breakdown service and the value for your donation or in-kind sponsorship. Proposals should be mindful of the flow of the event. Please ensure that your Proposal is well researched for the theme and properly thought out. There is no better opportunity to showcase your skills and impress your peers.

**Catering Needs:** Proposal must include a one (1) hour hors d' oeuvres service followed by a three-course plated dinner, with iced tea and water service, china, flatware, and glassware will be provided by the caterer. Individual budget, per person is \$50.00 and should include tax and service charges. Catering providers must be prepared for setting up and breaking down of event space tables as per McNay contract.

**Bartending Services:** Proposal must include bartending services for duration of event 6:00pm-10:00pm. Service must include Bar, bartenders, Beer, Wine, Wine Bottles (for sponsor bottle service) Spirits, Ice, Mixers, Garnishes, Cups and Napkins to provide open bar service to guests. Service must include 3 bar setups (cocktail hour, gala and afterparty.)

**DJ Service:** Proposal must include DJ equipment and service for the duration of the event. DJ service will be needed during cocktail hour and afterparty. Set up will include two different areas, (cocktail and afterparty), Emcee and After Party.

**Photography:** Photography for duration of event 6:00pm-10:00pm to include cocktail hour, gala and after party.

**Videography:** Videography for duration of event 6:00pm-10:00pm to include cocktail hour, gala and after party and production of a 1 - 2 min highlight reel.

**Entertainment:** Proposal must include entertainment for cocktail and afterparty. Theme elements and ideas to be discussed to determine entertainment needs.

**Rentals/Decor:** Proposal must include dancefloor, red carpet, black carpet, red velvet rope, stanchions, x-shaped runway, Outdoor heaters, Lounge furniture, Acrylic Platform Risers, cocktail table linens, and table linens.

**Photo Booth:** Step and Repeat for cocktail hour, Photobooth and/or background for award winners and last, photobooth for afterparty.

**Floral:** Should include floral dinner table centerpieces, cocktail tables and event decor to fit the theme. Theme elements and ideas to be discussed to determine decor needs

**Event Flow:** (30 Min) VIP Cocktail Party, (1 Hr.) Cocktail Party, (2 Hr.) Dinner/ Awards Ceremony, and (1 Hr.) After Party.

**Theme: 2024- McNay Art Museum- Theme “Phantom of the Opera Masquerade Ball”**

**History:** 2015 Sunset Station - Theme: San Antonio  
2016 Sunset Station - Theme: My Texas  
2017 The Briscoe - Theme: Cowboys and Indians  
2018 Rosenberg Skyroom - Theme: Come Fly with Me  
2019 Rosenberg Skyroom - Theme: La Rosa Negra Havana Night  
2020- No Event  
2021- No Event  
2022-Witte Museum- Theme: The Greatest Show  
2023 - Witte Museum - Theme - Springtime Fashion Show in New York

**Notes:** The Antonian Awards raises funds for continuing education and scholarships for the International Live Events Association (ILEA) San Antonio Chapter. This is a great opportunity to showcase your work to industry professionals. Additionally, to ensure exclusivity in your category, a cash sponsorship will be considered a determining factor in the proposal.

We have a limited budget for costs associated with the event and are looking to our members and other industry professionals for in-kind service donations and cash sponsorships. This will be a major deciding factor on decisions made. Please provide the cash value of the donated services.

***Response Due Date: Monday April 1, 2024 by 5:00 PM***  
***Committee Decision Date: Friday April 12, 2024 by 5:00 PM***

For additional questions, please feel free to contact Julie McGarraugh at (210) 805-1761 or via email at [julie.mcgarraugh@mcnayart.org](mailto:julie.mcgarraugh@mcnayart.org)

Thank you, in advance, for your time and consideration.

Julie McGarraugh, 2023 Antonian Awards Gala Co-Chair



**Antonian Awards Gala 2024  
Proposal of Service Submission Form**

Please fill out the following information, along with a description or vision board detailing the product or service to be provided, to be submitted with your proposal of services.

Company Name/Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Description of Services to be provided: \_\_\_\_\_  
\_\_\_\_\_

Cash Value of Donation/Sponsorship: \_\_\_\_\_

\*Please include labor hours, set up of service, execution of service and breakdown of service. If you are providing a product, include the retail value of that product.

Number of attached pages, to include this form: \_\_\_\_\_

Social Media Handles | Hashtags Website Information:

Instagram @\_\_\_\_\_

Facebook @\_\_\_\_\_

Twitter @\_\_\_\_\_

TikTok @\_\_\_\_\_

Other: @\_\_\_\_\_

Website: \_\_\_\_\_

***Please include your headshot, company logo and short biography to be featured on ILEA & Antonians Social Media channels.  
Email all forms and attachments to [antonianawards@ileasanantonio.com](mailto:antonianawards@ileasanantonio.com)***