



Purpose of this RFP

Arts Huntsville is seeking organizations to lead STEAM-inspired interactive take home activities for children and families at Panoply 2020. STEAM = Science, Technology, Engineering, Art, Math

About Panoply

Panoply is the Southeast's premier arts weekend where Huntsville's innovative spark shines through a festival of art, music and more. Panoply will be welcoming thousands to Big Spring Park for its 38th year on April 24 – 26, 2020.

Project Description

Panoply Interactives are some of the most popular family components of Panoply. They are formerly known as "kids make and take activities," and provide hands on art experiences for people of all ages. In 2014, Panoply launched new STEAM-based Interactives throughout the festival. Since 2015, there have been four community partner organizations that participated in STEAM interactives. At the 2018 festival, Panoply will continue its focus on STEAM-based activities.

Arts Huntsville is seeking proposals from organizations to create and administer STEAM-based art interactive take home activities for Panoply weekend. An organization may propose to do one or many activities, as long as the organization has the capacity and resources to do it. There will be one activity per tent. There will be a total of **4-5** Panoply STEAM Interactives.

All activities must include:

1. At least one STEAM component (S, T, E, or M) AND an Art element
2. Something of quality to "take home"
3. A teachable STEAM topic (see "QR code" below)
4. Each project should take no more than approximately **5 to 10** minutes to complete for the average 5 to 10 year old.

Dates/Times

Panoply 2020 public hours are:

Friday, April 24th 5pm-9pm

Saturday, April 25th 10am-9pm

Sunday, April 26th 11pm-6pm

Additional time will be required for preparation, setting up the area, and tear down on during Panoply weekend. There will also be 4 Panoply meetings (listed below) held at the Arts Huntsville office in the VBC that at least one person from selected organizations must attend. Organizations should also consider any time that may be required to acquire and prepare materials for the projects.

Panoply meetings:

Monday, February 3, 2020 at 5:30pm

Monday, March 2, 2020 at 5:30pm

Monday, April 6, 2020 at 5:30pm

Wednesday, April 22, 2020 at 5:30pm (this meeting is held in Big Spring Park)

Quantity

Organizations should plan for 3,000 projects for the duration of the weekend. (Over 30,000 children may attend the festival throughout the weekend, and children on average complete one to three hands-on activities during their Panoply experience.)

Supplies

Organizations will be responsible for acquiring all of the necessary supplies required for the project and bringing them to Big Spring Park for Panoply.

Cost

Each selected organization ***will reimbursed up to \$500*** for this project to cover required supplies and materials. Organizations will be required to submit receipts no later than May 15, 2020. Any expenses that exceed \$500 will not be covered by the Arts Huntsville.

Chairpersons

Each selected organization will be responsible for overseeing the project for the duration of Panoply. At least two people from your organization should be in the tent throughout the weekend and be responsible for the overall activity. Two people shall be designated as “Chairpersons.”

Chairpersons will each receive a Panoply T-shirt and will have access to Panoply the entire weekend. They will also have access to the “Relaxation Station” tent. In years past, some of the food vendors have offered discounts to Panoply Chairpersons (this is not guaranteed for 2020).

Volunteers

Proposals should indicate how many volunteers are needed in the tent at a time for the project. Selected organizations are **NOT** responsible for finding volunteers for the entire weekend, however, proposals should indicate ***if and how many volunteers are going to be provided by your organization***. Typically we estimate that an average interactive needs 8 volunteers per shift. Organizations should activity recruit volunteers for their activity. Organizations need to contact their volunteers (their own and those provided Arts Huntsville) on a regular basis to keep them informed and engaged in attending Panoply. Arts Huntsville, if assisting, will provide a list of volunteers that have signed up for your activity on a regular basis during the time leading up to Panoply.

The shift times are:

Friday	4:30pm-7pm
Friday	6:45pm-9pm
Saturday	9:30am-1pm
Saturday	12:45pm-3pm
Saturday	2:45pm-6pm
Saturday	5:45pm-9pm
Sunday	11:30am-3pm
Sunday	2:45pm-6pm
Sunday	5:45pm-9pm

Space

Selected organizations will be provided with the following:

1. one (1) 10'x20' tent with four removable walls
2. five 8' tables and
3. two chairs

Signage/Recognition

Selected organizations are welcome to hang banners inside the tent. Volunteers are also welcome to wear shirts with the organization's name and logo.

Due to the expenses involved with renting equipment, Arts Huntsville intends to sell sponsorships for Panoply Interactives. Therefore, signage may have additional company/sponsor names listed on the tent. For example, if the ABC Laboratory is providing the activity and the XYZ Company is the sponsor, a large banner outside the tent would read "ABC Laboratory's PANOPLY INTERACTIVE (NAME) sponsored by XYZ Company".

QR Code

Each STEAM based Panoply Interactive will have QR Codes posted in the tent to teach the STEAM concept for the project. Selected organizations will be asked to provide written information to teach children about the STEAM concept. Videos, diagrams and pictures explaining the concept are helpful and encouraged. This information will be due to the Arts Huntsville no later than March 6, 2020 in a word document format so we can easily cut and paste the content for our website.

Examples from 2016:

<http://www.artshuntsville.org/binary-bands/>

<http://www.artshuntsville.org/lava-layers/>

<http://www.artshuntsville.org/mobiles-in-motion/>

<http://www.artshuntsville.org/music-frequencies-art-defense-acquisition-university/>

<http://www.artshuntsville.org/flower-power/>

Examples from 2015:

- <http://www.artshuntsville.org/panoply-interactives/wonder-vision/>
- <http://www.artshuntsville.org/panoply-interactives/jammin-jellyfish/>
- <http://www.artshuntsville.org/panoply-interactives/astro-helmets/>
- <http://www.artshuntsville.org/panoply-interactives/treasure-trackers/>
- <http://www.artshuntsville.org/panoply-interactives/art-bots/>
- <http://www.artshuntsville.org/panoply-interactives/geo-art-lab/>
- <http://www.artshuntsville.org/panoply-interactives/discover-music/>

Proposal Requirements

All proposals must include the following information:

1. Primary Point of Contact for the proposal with email address and phone number
2. Project Description with pictures
3. Description of the STEAM Connection
4. List of Required Supplies and approximate cost
5. List of equipment that is needed from the Arts Huntsville
6. List of required tables and chairs (are more/less than 5 tables and 2 chairs needed?)
7. Names and contact information of two designated Chairpersons for the project
8. List of how many volunteers are needed in the tent at all times and how many volunteers the organization will be providing and how many will need to be recruited by Arts Huntsville. Each shift generally requires 8 volunteers for interactives. Please list how many volunteers **YOUR ORGANIZATION** will be providing per shift. This does not count the chairpersons. Please be realistic in your estimates.
 - a. Friday 4:30pm-7pm
 - Friday 6:45pm-9pm
 - Saturday 9:30am-1pm
 - Saturday 12:45pm-3pm
 - Saturday 2:45pm-6pm
 - Saturday 5:45pm-9pm
 - Sunday 11:30am-3pm
 - Sunday 2:45pm-6pm
 - Sunday 5:45pm-9pm
9. A statement that the organization understands the following:
 - a. Designated Chairpersons or delegates will attend required Panoply meetings
 - b. At least one Chairperson will be in the tent at all times during public hours
 - c. Any expenses above \$500 for this activity will not be reimbursed by Arts Huntsville
 - d. Reimbursements are for **SUPPLIES** only
 - e. No receipts received after May 15, 2020 will be reimbursed.

- f. By submitting this proposal, if accepted, it is understood that the organization is expected to commit to the entire Panoply weekend.

Organizations are welcome to submit more than one proposal. Please indicate on your proposal if you would like to be considered for one activity or for more than one activity for the weekend.

How to submit

Proposals may be submitted as follows:

1. In person at the Arts Huntsville at 700 Monroe Street, Suite 2, Huntsville, AL 35801 (Von Braun Center, next to the Playhouse)
2. By email to ahudson@artshuntsville.org in PDF format

Deadline

All proposals are due no later than 5pm Friday, November 22, 2020.

Notification

Arts Huntsville *intends* to notify all applicants no later than December 6, 2020.

Questions

Please contact Ashley Hudson, Community Outreach Manager at ahudson@artshuntsville.org or 256-519-2787 x108