

OAK RIDGE CIVIC BALLET ASSOCIATION

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REQUEST FOR PROPOSAL

Christmas Tree Stage Prop

The Oak Ridge Civic Ballet is in need of a Christmas Tree prop for their annual production of *The Nutcracker*. This Request for Proposal will require a tree to be designed and said design presented to the ORCBA Board for consideration. The successful presenter will then be announced in local publications. The presentation shall include a scale model or rendering, Bill of Materials, construction time estimate, and cost estimate. Cost for the materials used in construction will be paid for by ORCBA through a grant. Proposals will be due by March 31, 2008. The successful proposal will be announced after a four-week period for review and further questions. The finished product will need to be delivered to ORCBA no later than September 30, 2008.

The winning design team will be awarded \$500.00 (five hundred dollars). Budget for fabrication costs cannot exceed \$5000.00 (five thousand dollars). Proposals may be in the form of written narrative, plans and blueprints, scale model, PowerPoint or similar presentation, or any combination of the above. All submitted designs become the property of The Oak Ridge Civic Ballet Association, who will retain all rights thereunto.

A pre-proposal meeting will be held on Saturday, December 1, 2007, at 10:00 AM at the Dance Centre of Oak Ridge at 108 E. Division Road, Oak Ridge, Tennessee, at which time a video clip of the existing tree will be shown. This will give bidders an indication of how the old tree operated and what visual effects are desired during the performance.

This tree will need to meet the following criteria:

- I. Portable, preferably in its own dedicated box. The tree spends most of the year in a dry, but unconditioned storage. Dimensions of the box footprint should be 8' wide X 2' front to back. Vertical Depth limited to 30". Upon demobilization, the tree should be able to collapse within the box by folding / collapsing by whatever means necessary. The box should be able to be disguised as a piece of furniture on the set, or a wrapped Christmas present.
- II. The tree spends a portion of the show partially deployed at a height of 8 feet. On cue, the tree is raised to full height of 20–25 feet.
 - A. The tree is raised by means of a rope passing from the top of the tree, through a pulley at the top of the stage house to a point backstage where 2 stagehands operate the system. This will limit the weight to 100 pounds or less resistance at full extension. Alternatives to this method are allowed, subject to approval.
 - B. Upon full deployment, the profile of the tree shall maintain the taper from top to bottom. The top of the tree need not be visible after it is deployed.
- III. The tree shall have lighting and decorations (painted and/or applied artwork) that will stay attached for the full life of the prop.
- IV. The tree shall be 2- or 3-dimensional tapered shape. An arc shape is acceptable as long as the footprint does not exceed dimensions listed in I above due to stage floor space limitations.
- V. The tree shall appear as real as is practical from the audience. There should be a covering that is green and resemble tree branches. Materials would need to be synthetic and durable enough to withstand the temperature and humidity fluctuations of the storage environment. Flame resistance/flame spread characteristics of the materials would need to be included in the submittal.