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Request for Proposal

Gold & Silver Circle Induction Ceremony

October 4 or 11 or 18, 2025

Virginia Locations:

Charlottesville
Williamsburg
Newport News
Norfolk
Hampton Roads
Virginia Beach

Introduction & Background

The Gold and Silver Circles are often referred to as The Academy's "Hall of Fame." It is our way of paying tribute to those who have given so much to our profession over the course of a lifetime. The National Capital Chesapeake Bay Chapter of The National Academy of Television Arts & Sciences (NATAS) Gold & Silver Circles are societies honoring individuals who have made significant contributions to the broadcast or cable industry either in a performing, creative, technical, or administrative role:

- The Gold Circle honors individuals who have made significant contributions to the broadcast or cable industry for 50 years or more.
- The Silver Circle honors individuals who have made significant contributions to the broadcast or cable industry for 25 years or more.

Please see: <https://www.capitalemmys.tv/awards>

Proposal Overview

The National Capital Chesapeake Bay Chapter of NATAS plans to hold its annual event at a location in Virginia that is in reasonable proximity to its Chapter members in Maryland and D.C. The 2023 event was held in Richmond and the 2024 event will be held in Baltimore. Capital Emmys intends to alternate between the two states each year. The organization is seeking proposals from hotels, educational institutions (with meeting space), and event space in certain locations in Virginia:

Charlottesville
Williamsburg
Newport News
Norfolk
Hampton Roads
Virginia Beach

Proposal Details for Gold & Silver Circle Ceremony October 4, 11, or 18, 2025.

Below are our basic requirements:

1. Banquet facilities that will accommodate up to 100-150 people plus staging and technical equipment.
2. Lounge Area for pre-awards cocktail reception with hors d'oeuvres stations.
3. Sixty-minute open bar for pre-awards reception
4. Dinner with beverage service
5. Two (2) Holding Rooms
6. Access to the facility the full day of the event to accommodate technical and broadcast equipment.
7. Technical Services * (see below)
8. Discounted Group Hotel Rate for NATAS members attending the ceremony.

*NATAS may wish to work directly with some of the hotel's technical vendors to reduce costs. For example, for previous events, we made our own arrangements directly with the hotel's lighting vendor to provide broadcast lighting.

Proposal Contacts

Proposals should be forwarded to Carol Wynne at cwynne@capitalemmys.org. Proposals and any revisions will be accepted no later than April 1, 2024. Our hope is to award the contract by May 15, 2024.