



Request for Proposal (RFP) DJ Services for IAHSE's 38th Annual Training Conference & Job Fair

1. Organization Background

The Illinois Association of Hispanic State Employees (IAHSE)'s mission, as a nonprofit, volunteer-driven organization, is to advocate for the employment, educational and professional development of the Latino state employees and to ensure quality services to our Latino communities in Illinois. Through professional development opportunities, community partnerships, and leadership programming, IAHSE works to support equity and representation across public service roles.

Our Annual Training Conference & Job Fair is a cornerstone event that brings together state employees, agency leaders, and community stakeholders for a full day of learning, networking, and career-building. The conference attracts over 500 attendees annually and includes keynote addresses, interactive workshops, a statewide job fair, and formal recognition of outstanding leaders and partners.

2. Event Details

- Event Title: 38th Annual Training Conference & Job Fair
- Host: Illinois Association of Hispanic State Employees (IAHSE)
- Date: Friday, October 2, 2026
- Time: Approximately 5:00 PM – 11:00 PM
- Location: Hilton Northbrook Resort & Conference Center - 2855 Milwaukee Avenue, Northbrook, IL 60062
- Estimated Attendance: 100–200 attendees

The selected DJ should be prepared to provide music and audio support for:

- Reception guest arrival and networking
- Cocktail hour and reception
- MC introductions and announcements
- Dancing and entertainment
- General atmosphere and energy throughout the reception

3. Scope of Work

The selected vendor will:

- Provide a professional DJ on site from 5:00 PM to 11:00 PM.
- Provide professional quality speakers, microphones, mixer, music playback equipment, and other equipment necessary to support the reception.
- Be responsive to reasonable music requests and adjustments based on the flow and energy of the event.
- Provide backup equipment or an appropriate contingency plan in the event of equipment failure.
- Comply with all venue sound, equipment, and event production requirements.
- Include all travel, parking, equipment transportation, setup, and breakdown costs in the total submitted proposal. IAHSE will not reimburse these expenses separately.

4. Proposal Requirements

All proposals must include:

- DJ or Business Name and Contact Information
- Relevant Experience - Description of experience providing DJ or audio services for conferences, professional gatherings, awards ceremonies, nonprofit events, or similar events.
- Portfolio or References - Website, social media, client references or testimonials, if available.
- Pricing Proposal - Flat rate for the full service period, including all equipment, travel, parking, setup, breakdown, and related expenses.
- Music Services - Description of music genres and types of music available, including the ability to accommodate reasonable requests and culturally diverse audiences.



- Setup and Breakdown - Estimated setup time and equipment breakdown schedule.
- Staffing - Number of DJs or staff members who will be present during the event.
- Proof of Liability Insurance (If applicable.)

5. Evaluation Criteria

Submissions will be evaluated based on:

- Experience with professional events, awards ceremonies, receptions, and similar gatherings
- Quality and professionalism of prior work
- Ability to provide reliable and professional audio support
- Ability to maintain appropriate music and energy throughout the reception
- Equipment quality and availability of backup equipment
- Understanding of diverse and multicultural audiences
- Communication and coordination with event staff and MC
- Clarity and competitiveness of pricing
- Professionalism and ability to meet event timelines
- References or client testimonials, if available

6. Additional Notes

The selected DJ must comply with all venue guidelines, sound restrictions, and on site protocols.

The DJ is expected to arrive with sufficient time for setup and sound check before the 5:00 PM service start time.

IAHSE will provide the final reception agenda and program details to the selected vendor prior to the event.

IAHSE reserves the right to amend, cancel, or postpone this RFP at any time.

7. Submission Instructions

All questions related to this RFP must be submitted in writing to: iahse.assoc@illinois.gov

Submit Proposals To: iahse.assoc@illinois.gov

Subject Line: DJ Services Proposal – IAHSE 38th Annual Conference

Submission Deadline: Monday, August 18, 2026, by 11:59 PM (CT)

8. Timeline

- **Questions Due:** August 15, 2026
- **Proposals Due:** August 18, 2026
- **Final Selection:** Mid-September 2026 - The selected vendor will be contacted via email or phone
- **Conference Date:** October 2, 2026