

## **Request for Proposals - Event Planning Services**

Please submit your proposal by 9am Monday 6<sup>th</sup> February, 2017 to:

Joanne Baker, Executive Director: [Joanne@bcsth.ca](mailto:Joanne@bcsth.ca)

Reviews and final selection will occur no later than March 31, 2017.

### **Background**

The BC Society of Transition Houses (BCSTH) is a non-profit society umbrella organization supporting over 200 Transition, Second and Third Stage Houses, Safe Houses and Children Who Witness Abuse programs serving the needs of women, youth and children who experience violence. BCSTH works from an intersectional feminist framework

### **The Annual Training Forum:**

BCSTH's annual training forum (ATF) attracts over 200 participants from anti-violence services and allied organizations. 2017's conference will be held at the Radisson Airport Hotel in Richmond. The event will begin at 2pm on Wednesday 25<sup>th</sup> October and end at noon on Friday 27<sup>th</sup> October. It will be preceded by a BCSTH Board meeting and AGM.

BCSTH is requesting proposals from experienced individuals or organizations to act as the event planner for the 2017 ATF. The event planner will perform the key organizational and coordination functions for the conference. Reporting to BCSTH's Executive Director and working collaboratively with the BCSTH staff team, they will be responsible for ensuring that the event is planned and delivered in an efficient and effective way and in line with BCSTH's mandate and values. The event planner will be expected to be onsite and available for the entire conference event of 25-27 October.

Key elements of the work:

### **Conference Planning:**

- Work with staff to develop conference planning targets and conference structure.
- Develop and manage a detailed budget according to existing financial policies and procedures for BCSTH.
- Organize the opening and closing of the ATF respecting local First Nations protocols.
- Manage the call for and selection of workshop presenters.
- Manage the recruitment and coordination of keynote speakers.
- Organize all logistics that are part of the event including the BCSTH Board meeting and Annual General Meeting that precede the conference (including room allocations, AV requirements, catering requirements).
- Recruit and organise appropriate exhibitor tables and vendors for the conference.
- Recruit and organize entertainment, social events, and networking opportunities during the conference.
- Recruit, train and manage volunteers for the ATF.
- Work with BCSTH staff to produce print and electronic conference materials including all recruitment, registration, evaluation and program materials.
- Coordinate communications between BCSTH and participants.
- Manage the marketing of the ATF.
- Manage guest list/RSVPs.
- Develop online registration process, manage all registration and provide regular reports.
- Manage event evaluation, collation and distribution of results to BCSTH staff and presenters
- Coordinate travel arrangements of keynote speakers.
- Manage catering requirements including meeting all dietary needs.

- Manage fundraising, including the sourcing of donated raffle prizes.
- Write and send thank you cards on behalf of BCSTH after the event

#### **Venue Coordination**

- Liaise with venue to organize room function logistics and technical requirements.
- Organize onsite activities as needed.
- Prepare appropriate signage for the event.
- Prepare schedules and work plans for staff duties during the conference.
- Organise catering requirements with attention to food requirements of delegates.

#### **Speaker/ Presenter Coordination**

- Negotiate availability, fees, and logistics with keynote speakers and workshop presenters where needed.
- Coordinate keynote speaker and workshop presenter contracts, biographies and presentation descriptions.
- Coordinate and confirm travel for keynote speakers and workshop presenters where needed.
- Coordinate speaker/presenter support, room setup and AV requirements.

#### **Special Considerations**

- Address all accessibility, diets and other issues.
- Ensure the comfort, safety and effectiveness of the conference for all delegates.
- Liaise with Executive Director to ensure all applicable licenses and appropriate insurance coverage is obtained and in place.

#### **PROPOSAL CONTENT**

All proposals should include the following:

- A profile of the individual or company, including experience in other similar projects, including particular strengths relevant to training forums or annual conferences.
  - Experience in event planning for non-profits of a similar size and/or focus.
  - The name/s and resume/s of the staff who would be responsible for the event.
  - A description of the process that would be employed in planning our ATF.
  - Quoted fee for the event planning service, inclusive of GST.
  - Confirmation of availability of appropriate staff during event time.
  - Three references, including company/organization name, contact name and contact phone number.
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- All individuals, teams or firms submitting a proposal for consideration, must disclose any conflict of interest in the proposal, or immediately upon discovery of a conflict of interest during the proposal process.
  - BCSTH reserves the right to withdraw, at its discretion, this proposal at any time, and shall not be liable for any cost incurred by the bidder as a result of this withdrawal
  - No work may be subcontracted by the firm without prior written consent from BCSTH.