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Issued: July 25, 2018

## REQUEST FOR PROPOSAL: EVENT PLANNER

Broadway Center (BC) seeks a consultant to manage the successful launch of a new arts education benefit gala that includes coordination of event logistics, event planning, achieving budget goals, and securing auction items.

The consultant submitting the successful proposal is expected to negotiate and enter a contract with BC.

**I. Term of Contract:** BC intends to enter into a contract with the consultant for an initial scope of work to begin September 2018 through February 2019.

**II. Scope of Services:** The following provides a general overview of the scope of services BC will expect the consultant to complete, however are not considered an exhaustive list of required tasks for successful benefit gala management required to achieve the event goals.

- Coordinate with key team members and external vendors to develop event plan for the Broadway Center's Arts Education Gala Fundraiser: Kaleidoscope scheduled for Saturday, February 9, 2019
- Manage the production of all Kaleidoscope event details in conjunction with Broadway Center team and external vendors to include venue logistics, set-up and tear-down, permits, catering, table assignments, coordination of week-of event schedule, RSVPs, entertainment and activities, auction, etc.
- Prepare assignments and scheduling for staff and volunteers in partnership with Volunteer Coordinator
- Monitor and track expenses within event budget
- Identify new opportunities for engagement and propose event ideas
- Meet revenue goal through procurement of Live Auction items – includes procurement, packaging, tracking
- Attend Events Team meeting weekly 8-weeks before the event (these meetings are on Thursdays at 1:30 p.m.)
- Collaborate with internal team and external vendors

**III. RFP Timeline & Structure:** Responding contractors will be notified of any changes to this schedule.

- July 25 RFP issued
- August 10 RFP proposals due by 5 P.M. Pacific Time
- August 23 Notification of selected consultant / Begin contract discussion
- September 1 Contract work to begin

**Submission of Bid Proposals:** BC must receive the bid proposal via email to [laceyl@broadwaycenter.org](mailto:laceyl@broadwaycenter.org) before 5:00pm PST, August 10, 2018. This is a mandatory requirement and will not be waived. Any bid proposal received after this deadline will not be accepted. Verbal information provided by the consultant shall not be considered part of the proposal. Proposals will remain confidential.

**Rejection of Bid Proposals:** BC reserves the right to reject any or all bid proposals, in whole and in part, received

in response to this RFP. Issuance of this RFP in no way constitutes a commitment by BC to award a contract.

**Reference Checks & Other Sources:** BC reserves the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal, and to discuss consultant's qualifications. BC reserves the right to obtain and consider information from other sources concerning a consultant, such as capability and performance under other contracts.

**Proposal Terms:** Terms of the proposal, including price, will remain firm for a minimum of 90 days following the deadline for submitting proposals.

**IV. Proposal Requirements:** These are designed to facilitate a uniform review process.

- Consultant Resume
- Three professional References
- Three samples of Event Management & Auction Procurement

**V. Evaluation Criteria:**

- Previous experience in managing and planning events
- Excellent communication skills both written and verbal
- Position requires Washington State Business License
- Demonstrated flexibility, organization, and attention to detail
- Technical proficiency of Microsoft Office – mostly Word and Excel
- Values confidentiality at the highest level

**End of RFP**