

REQUEST FOR PROPOSALS (RFP) FOR EVENT PLANNING SERVICES

The SE Ohio Foodbank (SEOFB) requests a proposal from you/your organization to support our 2023 premier fundraising event, Bounty on the Bricks. Based on the responses provided, it is the intent of SEOFB to select, at its sole discretion, an individual or firm to provide event planning and production services for the above-referenced event.

WHO WE ARE

MISSION: The SE Ohio Foodbank provides hunger relief by working directly with individuals and supporting a network of food pantries. We also address the social determinants of health and connect families with community resources.

BACKGROUND: SE Ohio Foodbank is one of five service divisions of Hocking Athens Perry Community Action (HAPCAP). HAPCAP's mission is to empower individuals and communities through advocacy and services that promote self-sufficiency and improved quality of life. We help neighbors overcome challenges by providing utility assistance, youth employment services, resource navigation, community development, child development, and transportation.

WHO WE SERVE: SEOFB serves a 10-county area that includes Athens, Gallia, Hocking, Jackson, Lawrence, Meigs, Morgan, Perry, Vinton, and Washington Counties. We serve a rural community with higher-than-average rates of food insecurity and poverty. In 2022, we served approximately 40,000 individuals. We provided meals or take-home groceries more than 300,000 times through direct distributions and our network of 70 member food pantries or meal programs.

DESCRIPTION OF EVENT

The event takes place on Saturday, August 5. Up to 300 diners will gather around a long table in the middle of Court Street for a unique culinary experience that includes a four-course, gourmet meal featuring local and seasonal products.

The goal of the event is to raise a minimum of \$90,000, raise awareness for the work of the foodbank and our partners, and celebrate local farmers and products.

Pictures and information from previous events are available on Facebook at Bounty on the Bricks and on our website athensbounty.com.

PROJECT DELIVERABLES

The selected individual or firm will be expected to furnish all services necessary and appropriate to produce the event, including all of the deliverables stated in Appendix A - Scope of Services.

DOCUMENTATION REQUESTED

1. INDIVIDUAL/COMPANY BACKGROUND AND QUALIFICATIONS

- Organizations are to provide an overview of your organizational chart, areas of specialization, number of years in operation, etc. Include an overview of similar services provided on a regional and local basis.
- Individuals are requested to provide an overview of educational background, specialized training, areas of specialization, years of experience. Note that a comprehensive resume will be acceptable documentation.
- Respondents should include any special circumstances or capabilities you would like SEOFB to know about you, your company/team.
- Include a brief statement about any key relationships, business or personal, that you, your company/team has that they believe might bring value (sponsorships, media exposure, access or otherwise) to achieving the objectives of event.

2. PROPOSED FEES FOR YOUR SERVICES: The organization or individual selected will be engaged on a contractual basis. We estimate 175 hours will be required to complete the scope of work. Please provide your expected hourly rate. Bi-weekly or monthly billing accepted.

QUESTIONS

Please contact Eva Bloom, Director of Development, by email at eva.bloom@hapcap.org or by phone at (740) 767-1022 with any questions or to discuss details of your proposal before submitting.

SUBMIT A PROPOSAL

Please email all documentation requested eva.bloom@hapcap.org no later than Friday, April 14.

APPENDIX A

SCOPE OF SERVICES

Planning committee administrative support

- Schedule and attend all planning meetings
- Distribute agenda, take meeting notes, and send updates
- Document committee roles and responsibilities
- Communicate with committee members as needed to ensure tasks are being completed and provide input and assistance when necessary

Financial management

- Complete procurement according to organizational policies and procedures
- Track and manage invoices for accounts receivable and payable
- Provide regular budget reports

Sponsor relations

- Serve as point of contact for sponsors
- Prepare and update sponsorship materials
- Maintain records of potential and confirmed sponsors
- Ensure that all sponsors receive benefits of sponsorship level

Event logistics

- Update and maintain site plan for primary venue and rain location
- Communicate with key contacts for each venue
- Facilitate street closures, city approvals, permits, fire codes, etc
- Assist with procurement and fulfillment of all event supplies, including tent, tables, chairs, linens, and other necessary components
- Plan and attend walk-throughs for event site and rain location
- Serve as a point of contact for vendors

Volunteer recruitment and management

- Assist committee members with contacting potential volunteers using the well-developed volunteer database
- Maintain accurate information on volunteer sign-up site
- Assign volunteer roles in collaboration with committee
- Communicate roles and schedules to volunteers

Ticketing

- Provided support to manage the ticketing website and individual orders
- Provide regular reports on ticket sales
- Provide counts to caterer based on meal choice selected at ticket purchase

On-site event support

- Organize all event materials
- Coordinate volunteers and supervise event set-up

- Assist in set-up of tables, chairs, catering station, bars, decor, place settings, or other items as needed
- Serve as point of contact for sponsors and guests to support a positive experience for attendees
- Serve as liaison between catering manager and service manager
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day

Post-event Support:

- Provide for and/or prepare committee, vendor, and sponsor evaluation
- Finalize event expense budget to include in-kind donations, discounts, and actual costs.
- Prepare final wrap-up report and meeting