Request for Proposal for Event Coordinator

I. Introduction
A. Purpose of Request for Proposal (RFP): Event organizer to help DBMG organize a fundraiser
B. Background of the organization: DBMG is a Black organization of men who want to enhance the lives of our members and families as well as make a contribution to the community in which we live. We encourage our members to appreciate the liberty and all that it encompasses, including embracing community involvement.
C. Overview of the event Christmas gala: It is a black-tie event. The audience expects to donate for a good cause but to have fun dancing.

II. Event Details
A. Date and time December 1st. 2023
B. Location DoubleTree Pleasanton
C. Expected number of attendees 180
D. Event theme and objectives no theme yet. Raise $50000 the night of the gala
E. Budget: $35,000 (our expenses)

III. Scope of Work
A. Pre-event planning
   Venue selection: Select a ballroom and report to the the Social Chair (done)
   Vendor management: Talk to the hotel management, auctioneer and photographer (done)
   Budget management:
   Event timeline creation: Select venue
   Marketing and promotion: Develop marketing ideas
B. On-site event management: Day of the event organization
   Coordination with vendors
   Management of event schedule: Make sure everything runs according to plan
   Attendee assistance
   Troubleshooting and problem-solving
C. Post-event activities
   Event evaluation
   Financial reconciliation: Prepare a financial sheet after the event
   Post-event report

IV. Proposal Requirements
A. Qualifications of the event coordinator
B. Experience in similar events
C. Proposed approach to the event management
D. Proposed timeline and schedule of activities
E. Fee structure
F. References

V. Submission Requirements
B. Contact information for proposal submissions socialchair@dbmg.org; 6508620417
C. Evaluation and selection process: 4 selectors and submission of the 2 best candidates to the EC
D. Timeline for decision-making: 09/31/2023
VI. Appendices
A. Budget worksheet: Have details of expenses and receipts
B. Venue specifications: Explain selection process for venues to the Social Chair
C. Vendor contracts and agreements: discuss with vendors. Interact with vendors
D. Event marketing materials: Prepare and help distribute materials
E. Sample event timeline: September 2023

VII. Conclusion
A. Acknowledgment of receipt of proposals
B. Contact information for additional questions or clarifications Herve David 650-862-0417, socialchair@dbmg.org