

Request for Proposals

Green Team Summit Event Planner

Background:

Interfaith Partners for the Chesapeake (IPC) works to inspire and equip people of faith to honor, protect, and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Since 2010, IPC has engaged over 400 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland, including the Eastern Shore, as well as south-central Pennsylvania. In 2019, we launched the Faithful Green Leaders Training, which builds green teams at congregations in our network. This capacity-building is essential in helping them become better caretakers of the Earth we all share. Since its launch, the program has trained 170+ green teams, of which 87% have gone on to organize events or install projects on their properties that raise awareness and reduce pollution. Visit www.InterfaithChesapeake.org to learn more.

Our new strategic plan includes an objective to host a Green Team Summit to bring green teams and faith leaders together for inspiration, shared learning, reflection, celebration, and a call to action. This will be the first time IPC has hosted such an event, and we envision 50-75 green teams coming together for the Summit.

IPC is seeking proposals from qualified firms or individuals to provide professional event management services, including registration, planning, procurement and logistics, for our green team summit, to be held in Annapolis, Maryland, February 19, 2024. The event will be held at a church or other faith congregation that is equipped to host a large plenary as well as up to 10 breakout sessions. The consultant will manage the venue contract for IPC, working alongside our Summit team to deliver a successful event. Our ideal consultant will be organized, dynamic, detail-oriented, and a talented negotiator.

Scope of Services:

The consultant will work directly with IPC's Director of Leadership Development in the planning and execution of the event. The Director spearheads a task force of board, staff, and volunteers, "IPC Summit planning team," who have developed an initial concept and budget for the event. The consultant will help the IPC Summit planning team flesh out the rest of the event plan, event content and flow, help us think about details we have overlooked due to our lack of experience, and serve as the liaison between us and the point(s) of contact at the host venue. The IPC Summit planning team is already in the process of lining up the venue. The consultant will work with this pre-negotiated and signed venue contract and will help IPC stay on budget and deliver the best conference experience to Summit attendees.

Tasks and responsibilities will include:

- Identifying AV needs and negotiating fees/contract for AV services
- Managing participant registration and collection of registration fees. Consultant is welcome to utilize our platform (NationBuilder) for sales and registration, or their preferred platform, but all additional platform costs should be clearly delineated in the proposal and budget
- Identifying food vendor(s) and ordering and handling of all food and beverages for the event, within IPC's budget limitations
- Managing room assignments and set up for all sessions. Assigning rooms and set ups for sessions
- Managing event volunteers including facilitating pre-event coordination meeting(s) as needed, and overseeing volunteer on site assignments.
- Securing spaces for special meetings onsite and if needed, one offsite space for pre-lobby-night planning at the end of the event day.
- Manage solicitation and fee collection for exhibitors and serve as liaison between exhibitors and the venue to set up exhibit space..
- On-site management and troubleshooting with the point(s) of contact at the host venue for the full day of the event
- Development of event branding and day-of printed or digital materials, agendas, and handouts.

The consultant will join planning team meetings with the IPC Summit planning team every other week for the duration of their contract, and participate in additional meetings as needed. The consultant will be expected to be onsite as needed around the time of the event and should ensure sufficient staff for the event. The expected attendance is 220 people.

Proposal Submission Guidelines:

Please submit a proposal on our portal [here](#) by August 15, 2023.

Proposals should include:

- Detailed summary of services provided throughout the entire project timeline from start of contract through March 2024.
- Detailed budget and budget narrative
- Narrative highlighting the expertise that the firm/individual would bring to this role
- Description of how IPC's values and respect for the environment will be embraced with the event plan.
- Examples of past experience providing similar expertise
- A minimum of 2 references with contact information representative of successful similar events that you have organized.

Preference will be given to proposals that demonstrate experience working with nonprofits, attention to a detailed budget, and a commitment to IPC's brand and values throughout the event plan. In our effort to promote diversity in all aspects of our mission, we strongly



encourage persons of under-represented races, religions, and cultures to apply and make that known to us in your proposal.

Please note that IPC requires contractors, including individuals and sole proprietors, to carry the necessary insurance while performing work under contract.

Proposal Selection Timeline:

Proposals will be accepted until August 15, 2023. Proposals shall be submitted via [this online form](#). The consultant will be selected no later than September 15, 2023. Contracts will be executed as soon as possible after selection of the consultant. Please contact Anna Awimbo, Director of Leadership Development, if you have questions - Anna@InterfaithChesapeake.org