

**Request for Proposals**  
**January 10, 2023**  
**2023 Event Contractor**  
**Whatcom Land Trust**

**About Whatcom Land Trust**

Whatcom Land Trust preserves and protects wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship. Whatcom Land Trust employs a three-pronged strategy to accomplish its mission – legal securement of land, land stewardship and restoration, and community engagement in conservation action. Whatcom Land Trust is on the ancestral homelands of the Coast Salish people, which includes the Lhaq'temish (Lummi Nation) and Noxws'a?aq (Nooksack Indian Tribe).

**Scope of Work**

Whatcom Land Trust invites proposals from experienced events contractors for a five month events management contract, February through June for a successful annual 2023 Spring Benefit event. The contractor is responsible for working with the Philanthropy Director, communications department staff, and event committee to plan, coordinate logistics and follow-up for the Spring Benefit event, meal, online and in person auction to take place June 2023.

**The goals of this event and contract position** are to gather, have fun, share food, music and drink with 100-350 supporters (depending on venue) who together celebrate the mission and impact of Whatcom Land Trust's mission, and raise money for the annual operations of the organization.

**Specific tasks and responsibilities:**

- Chair weekly event committee meetings, taking and distributing minutes, preparing, maintaining and updating timelines and committee member tasks.
- Manage all aspects of the volunteers, with the help of Whatcom Land Trust Volunteer Coordinator and staff, including but not limited to project management, timelines, recruitment, supervision, training, tools/equipment use, and acknowledgement.
- Coordinate timelines, music, ambiance, auctioneer, Emcee and run of show.
- Set up, monitor and maintain event software (Maestrosoft, EventBrite, and 32 auction) making sure online ticketing, attendee contact information is complete and current and regularly reported to staff.
- Train staff and volunteers on auction or event management software and night-of auction tasks as necessary.
- Organize and procure in-kind donation solicitations as necessary.
- Work within the approved budget to maximize income and not exceed budgeted expenses, unless discussed and approved by the event planning committee.
- Work with auctioneers to order live auction items.
- Coordinate event logistics, including liaison with venue, venue staff, Emcee, auctioneer and auctioneer staff.
- Keep record of and submit appropriate liability insurance coverage to events venue; seek and procure required permitting in advance.

- Support and coordinate with the organization's publicity, including public relations, advertising and collateral material design, production and distribution with the WLT communications department.
- Day of Event: Manage the event's program including attendee lists, name tags, agenda, timing, Emcee, speakers, A/V, food/catering, auction and donation tracking, event wrap up and clean up.
- Provide final financial and guest reports as part of event debrief and recommendations for next year's event.

**Budget:** not to exceed \$9,000.

**Key elements of a successful proposal:** a resume or statement of your background and experience including documentation of at least 3 years experience managing events, three previous clients and contact information as references, availability during the contract time frame including start date, number of members of the team, business location (preference is within 30 mile radius of Bellingham), a statement of work that includes the expected scope, a little bit about you, your business values, and expected rate of pay.

**Proposal Submittal:** Contract is open until filled. Please submit proposals to Alexis Burton, Office Manager via email at [officemanager@whatcomlandrust.org](mailto:officemanager@whatcomlandrust.org). Use the subject line "Spring Event Contractor". Initial review of submittals will take place on Monday, January 23, 2023. After review, proposal presentations will be invited.