

## REQUEST FOR PROPOSALS

### Contract Conference Event Planner

The New England Federation of Humane Societies (NEFHS) is seeking an experienced event planner for its 3-day, Annual Conference for 2020 held in late March/early April. The successful candidate will be used to handle all logistical planning and execution of the 2020 Annual Conference, renewable yearly provided there is mutual agreement by both the NEFHS and the planner.

#### About The NEFHS

The NEFHS is a nonprofit, all-volunteer organization committed to its mission of creating a more humane world by providing education, training, information and networking opportunities that support the missions of animal protection organizations in New England.

A key way in which the NEFHS advances its mission is through its Annual Conference, held since 1945. Rotated throughout sites across New England, the conference draws attendees of over 350 and 2-dozen sponsors and vendors each year. Participants travel from across the nation to attend, and represent a diversity of experiences and professions within the field of animal welfare. Learning and networking are key conference objectives. More information about the NEFHS and its Annual Conference can be found at [www.newenglandfed.org](http://www.newenglandfed.org).

**Responsibilities of Event Planner:** During a 12-month contract, plan, coordinate and execute numerous activities for the 2020 NEFHS Annual Conference. Responsibilities include, but are not limited, to:

- Pre-Conference Responsibilities
  - Site research and inspection, in coordination with the NEFHS board
  - In-person and virtual meetings and brainstorming sessions with the NEFHS board members and venue representatives (estimated at 3-4)
  - Supplier negotiations and purchasing
  - Budget development
  - Speaker and board member room registration at event hotel
  - Online registration management
- On-site Conference Responsibilities
  - Serving as lead, on-site manager of conference (candidate is welcome to enlist the help of an assistant as part of the proposal)
  - Management of event registration desk for attendees
  - Ensuring conference room needs (e.g. catering, A/V, etc.) are met; serve as lead liaison with venue staff for set up and troubleshooting
- Post-Conference Responsibilities
  - Participate in debriefing meeting with the NEFHS board
  - Work with the NEFHS treasurer to finalize venue receipts

In your application, please include a resume and an outline of proposed specific responsibilities and full costs. Be sure to include recent examples of your past event-planning work. If selected for an interview, relevant past client and venue references will be required.

Proposals will be submitted via email to [info@newenglandfed.org](mailto:info@newenglandfed.org). Proposals will be reviewed as they are received, and interviews for proposals of interest will be scheduled on a rolling basis. Interested parties should submit a proposal as soon as possible, and no later than February 1, 2019. A final decision is expected by March 1, 2019 or sooner.

To submit a proposal or if you have any questions please send an email to [info@newenglandfed.org](mailto:info@newenglandfed.org).