



**NATIONAL
INDIGENOUS**
WOMEN'S RESOURCE CENTER

**Women Are Sacred Conference
Request for Proposals – FY2025**

National Indigenous Women's Resource Center

OVERVIEW:

RE: RFP for Event Planner for WAS

Event Dates: Tuesday July 29-Thursday July 31, 2025

Location: Milwaukee, Wisconsin

This Request for Proposals (RFP) is issued by the National Indigenous Women's Resource Center. The purpose of this RFP is to establish a contract with a qualified event planner to organize, promote, coordinate, and support the Women Are Sacred Conference, including concept development, planning, coordination of travel and hotel logistics, overall event management logistics support including the day-of event coordination, registration, and logistical support.

For more detailed information, see the *Scope of Work* below.

ORGANIZATION INFORMATION:

The National Indigenous Women's Resource Center (NIWRC) with funding from the US Department of Health and Human Services, with our main office in Lake Deer, Montana, and our staff and board of directors consisting of Native women from throughout the United States with extensive experience and commitment to ending violence against Native women and their children. Our primary goals are to support the sovereignty of Tribes and the development of Tribal programs and advocates as they build capacity in serving and advocating for American Indian, Alaska Native, and Native Hawaiian victim-survivors of violence in their communities. The NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Mission

Our mission is to provide national leadership to end violence against American Indian, Alaska Native and Native Hawaiian women by supporting culturally grounded, grassroots advocacy.

Vision

Restoration of sovereignty and safety for Native women.

Framework

The Women Are Sacred Conference is a collaborative effort, with NIWRC as the lead organization in partnership with 14 + other cosponsoring organizations.

EVENT DESCRIPTION:

This is the first attempt to have an Event Planner in a support position for the WAS conference. NIWRC is seeking an experienced event planner to successfully plan, organize, and support lead organizing staff for this event. The attendance goal is 600-800.

NIWRC will be working with a national planning committee to develop the agenda and identify the speakers and presentation topics and any special events. We are seeking the assistance of a professional event planner, who is organized, energetic, flexible, and adaptable, with skills including problem-solving, and strong written and verbal communication, who can work with the NIWRC staff and national planning committee.

Women Are Sacred Conference has a long history of landmark achievements that continue to grow and gain momentum with each biannual event. It is a multi-faceted, culturally specific, and grassroots advocacy-based endeavor that continues each year to be informed by the last. This event provides a safe and fruitful environment for relatives to meet from across 500+ Tribal Nations and communities to network, listen, learn, and support each other with the ultimate goal of increasing the safety of native women and relatives in our Tribal communities. The event will be for three days.

SCOPE OF WORK

To realize the above, NIWRC seeks an innovative event planner to provide the following services:

General Management

- Support Lead staff in the coordination of the National Planning Committee meetings. Maintain lists for participants for meetings and committees for contact and notices. Help organize and participate in staff calls and national WAS calls to be informed and perform reminders and updates of deadlines and major tasks of the event.
- Keep all logistical and key organizing deadlines and tasks in a calendar for the event, including reminders of deadlines. Examples: F&B deadlines, BEO deadlines, Rooming List Deadlines, Room Reservation Deadlines, Call for Proposal Deadlines, Presenter Materials Due to NIWRC target dates, OFVPS 90 days dates, and OFVPS review dates. etc. Dates Identified by lead staff during meetings.
- Work within the parameters of the event budget
- Printing and promotional item vendors sourcing: Work with Lead staff for printing and ordering for the event to include, but not limited to name badges, surveys/evaluations, signage for registration and sessions, the Event Program, t-shirts, bags, or other promotional items. Getting quotes from vendors, organizing, tracking deadlines and key tasks, and keeping of files for printing. All finals are approved by the Lead staff before printing/ordering occurs.
- Coordinate project file management with Lead staff using Google Drive and docs.

Event Management

- Manage and coordinate with Lead staff the general logistics, such as catering, venue coordination, contracts, staging, special events, floor plans, seating plans, décor, technical equipment, presentation, and any other relevant tasks as required

- The hotel contract will be set in place. They require notifications for selections and changes in our needs along the way. The Event Planner, in accordance with and support to Lead Staff, will be a main conduit of these types of notifications with the hotel. They will keep the main lists, confirm and copy all changes/ communication with Lead staff for transparency since all changes are in consideration of the overall budget the team oversees. Frequent and transparent communication is a must in this section of support.
 - F&B, BEO, final headcounts, etc.
 - Rooming list
 - AV needs for all sessions
 - Reviewing of BEOs with required staff for final numbers.
Review of the final bill for any edits with required staff.
 - Follow up with the Hotel as needed.
- Onsite pre-event organizing:
 - Assist in set up and breakdown of all WAS stations.
 - Help Desk
 - Info table
 - Registration
 - Safe Room
 - Others as decided by Lead staff
 - Receive all packages shipped to WAS venue (our vendor(s) and NIWRC boxes) This will require the tracking of shipping to be received onsite. Get packages to needed areas for resources tables or use in sessions and or bag stuffing.
 - Bag stuffing for registration day: Maintain a list of identified items that will be stuffed into the bags for the event. Stuff and count out set number of bags.
 - Stuffing and prep of name badges. This number will go according to registration.
- Items runner: There will be items to be picked up and brought back in a timely manner to support the event.
- Designated Key Carriers for all spaces. Lead staff are Key Carriers but we need additional carriers to assist in getting in and out of spaces such as Safe Room, Quiet Room, and session rooms after or before session times as needed or required by agenda.
- Work with Lead staff to coordinate vendor process.

- Pre-registration & onsite check in
- Follow up and communication for vendor information and notices
- Create assigned spaces/ map
- Payment confirmation
- Responsive to vendor needs before and onsite
- Other duties as assigned, agreed by both parties

Event Marketing

- Assist with Implementation of marketing and communication plan
- Ensure timely execution of all creative materials associated with the event. This includes invitations, letters, press kits, press materials, table signs, sponsor signage, advertising materials, etc.

Registration Management (These processes need to all work together and be consistent with each other.)

- Coordinate with Lead staff for the onsite registration set up:
 - Check-in of all participants
 - Processing onsite registration if required
 - Taking payment if not paid
- Work with Lead staff to support check-in
 - Presenters
 - Scholarships
 - Youth Track
 - Vendors
- Work with Lead staff to finalize ticket pricing
- Management of event software for registration
 - Registration of all participants will go through this system
 - Paid Participants
 - Unpaid Participants
 - Youth Track
 - Staff registrations
 - Cosponsor registration
 - Scholarship Participants

Day-of Event

- In coordination with the Lead Staff, supervise all aspects of the event and implementation of logistics
- Assist with the Help desk: People will be checking in throughout second day, many asking questions of where things are or how to get places. NIWRC staff will also be in support mode for this
- Work with staff to set up event, run walkthrough, and establish points of contact with people for emergent needs of the gala
- Check in of all participants (see details in registration section)

Post Event

- Coordinate evaluation and lessons learned meeting with staff and then staff and board.
- Reconcile financial report

Other

- Meet regularly as required with Lead staff and planning committee members to provide updates on progress, issues, resources and budget matters.
- Other tasks as defined

Schedule of Key Dates:

- RFP Circulated: Monday, December 16, 2024
- Proposal Due Date: Friday, January 17, 2025
- Anticipated Decision Date: Tuesday, January 28, 2025
- Anticipated Start Date of Project Work: Monday, February 3, 2025
- Project Performance End Date: August 31, 2025

Request for Proposal Process

This RFP represents the opportunity to be involved in the delivery of Women Are Sacred Conference.

This is a one-time event contract. The duration of the contract is approximately February 2025 to August 2025. NIWRC will negotiate a contractual agreement with the preferred consultant. By responding to the RFP, the applicant understands that they will be fully responsible for meeting

the requirements of the RFP and will ask and execute the necessary tasks to make sure that the event is successfully completed. The RFP Committee has the right to accept or reject any or all submissions/responses to this RFP in whole or in part.

Questions

Participants may ask questions about the RFP by sending them in writing via email to tazure@niwrc.org. Participants are asked NOT to contact any committee or board members involved with NIWRC.

Confidentiality: All submissions will be treated as confidential between the RFP Committee and each participant. The RFP Committee will not disclose RFP contents to other participants or the general public. NIWRC reserves the right to discuss submissions with consultants and related parties.

Contractual status: The RFP Committee and NIWRC are not bound to accept any RFP. Participants should be aware that no contractual relationship with NIWRC will arise upon submission to the RFP. All submissions become the property of NIWRC.

All applicants must submit the following information:

- Name and # of employee.
- Address
- Short description of work history in planning fundraising events/galas
- Description of event planning services offered
- Two (2) event references (including a description) for events of similar size/type that the event planner has coordinated
- Explanation and listing of all costs and fees applicant propose to charge for event planning services
- The proposal shall not exceed 25 pages, single-spaced, 11-point font, and 1-inch margins (excluding the cover page and the appendices).
- The subcontractor must clearly state their ability to complete the project within the stated time frame.

RFP Schedule

Respondents must submit the proposal electronically to: NIWRC, ATTN: Women Are Sacred Conference 2025 at tazure@niwrc.org.

Please send back by End of Day, January 17, 2025, or earlier.