



Request for Quotes

Overview & Purpose

Washington Alliance for Better Schools (WABS) requests quotes for an event management contractor to lead the execution of our annual fundraising event, slated for May 9, 2024. The contractor will work collaboratively with WABS to develop a successful and engaging event that maximizes fundraising goals and engages 300-400 attendees.

Responsibilities

- Finalize venue and catering options and negotiate contracts.
- Secure vendors for audio/visual equipment, décor, and other event logistics.
- Develop a comprehensive marketing plan to promote the event, including digital marketing, social media, press outreach, and targeted advertising.
- Coordinate table captains.
- Create and coordinate production of event collateral such as programs and nametags.
- Coordinate production of video to be shown during event.
- Attend weekly event committee meetings.
- Set up online registration process, manage registration process, and track registrations.
- Design silent auction, including item procurement.
- On-site coordination:
 - Oversee all event logistics, vendor management, and volunteer assignments
 - Coordinate guest registration and welcome
 - Ensure seamless event flow.
 - Address any technical issues that may arise during the event.

The project timeline will be determined based collaboratively, with a draft timeline provided following the initial consultation. Anticipated contract period: February 12, 2024 - May 16, 2024

Procedure

- Please submit a proposal including cost estimate and scope of work in response to this request no later than February 1st, 2024. Quotes should be submitted via email to info@wabsalliance.org with the subject line "Event Consultant".
- Quotes will be evaluated and responded to no later than February 8, 2024.