

REQUEST FOR PROPOSALS – EVENT PLANNER 2017

The Design Council of Saskatchewan seeks proposals from individuals, firms, and organizations to serve as the **Event Planner** for **Design Week SK 2017**; which runs from **September 23-29, 2017**. The biennial event invites the public to learn about the different areas of design through a series of free lectures and other educational events. The week begins with an opening reception and concludes with the Premier's Awards of Excellence in Design Gala.

Design Week SK is presented by the Design Council of Saskatchewan; the collective voice of six provincial associations representing design professionals working in the disciplines of architecture, engineering, graphic design, interior design, landscape architecture and planning. The Council's mandate is to promote public awareness of great design completed by members of our local professional associations and to provide educational opportunities to the public.

The successful candidate will be an individual, firm, or organization with relevant experience in coordinating events of similar size and focus. As an independent contractor, the Event Planner shall fulfill these duties in coordination with the Executive Director and Events Committee, with the nature of this relationship to be guided strictly by a contract for professional services. Please refer to the attached Responsibility List and draft Event Schedule for a detailed breakdown of the Event Planner tasks and role.

All proposals should include the following:

1. A profile of the individual or company, including experience on other similar projects.
2. The name(s) and resume(s) of the staff who would be responsible for the event.
3. A description of the process that would be employed in planning Design Week SK 2017.
4. Quoted fee for the event planning service, inclusive of GST.
5. Three references, including company/organization name, contact name and contact phone number.

Please provide one copy of the proposal (in Microsoft Word or PDF) to: design.council.sk@gmail.com. Proposals shall be accepted until **5 p.m. on Friday, May 19th, 2017**. Proposals will be evaluated and a recommendation for selection will be made as soon as possible. Selected candidate(s) will be required to meet with members of DCS as part of an interview process.

The Design Council of Saskatchewan thanks you for your interest in our organization. If you have any questions about the proposal or the job description, please contact Nicole Lock at 306-713-3023 or design.council.sk@gmail.com.

Sincerely,

The Design Council of Saskatchewan

EVENT PLANNER RESPONSIBILITY LIST

Design Week SK Planning

- Manage a detailed budget according to existing financial guidelines provided by the DCS.
- Organize the opening and closing of Design Week SK respecting local Indigenous protocols.
- Manage the coordination of speakers.
- Coordinate with Events Committee to organize all logistics that are part of the event.
- Liaise with Regina Committee to facilitate possible events in Regina.
- Coordinate setup/takedown of the Premier's Awards of Excellence Exhibit with Awards Committee.
- Manage guest list/RSVPs.
- Coordinate with Executive Director to develop online registration process.
- Manage catering and beverage requirements based on projected attendance.
- Manage event evaluation and report results to the DCS.

Venue Coordination

- Liaise with venue to organize room function logistics and technical requirements.
- Organize onsite activities as needed.
- Coordinate required setup and takedown.
- Coordinate required lighting and decor in conjunction with Events Committee.
- Prepare schedules and work plans for volunteer duties during Design Week SK.
- Organize catering and beverage requirements.

Speaker/ Presenter Coordination

- Negotiate logistics with speakers where needed.
- Coordinate and confirm travel for speakers where needed.
- Coordinate speaker support, room setup and AV requirements.

Special Considerations

- Address all accessibility issues.
- Ensure the comfort and safety of all attendees.
- Coordinate with Executive Director to ensure all applicable licenses and appropriate insurance coverage is obtained and in place.

EVENT SCHEDULE

Saturday, Sept. 23, Evening:	Opening Reception - 145 1st Ave N
Monday, Sept 25, Evening:	Lecture: Omar Gandhi - Roxy/Broadway Theatre
Tuesday, Sept 26, Evening:	Lecture: Ian Brignell - Top of the Inn
Wednesday, Sept 27, Morning:	Canadian Light Source tour
Wednesday, Sept 27, Lunch:	Canadian Light Source talk - The Atrium at Innovation Place
Wednesday, Sept 27, Afternoon:	Canadian Light Source tour
Wednesday, Sept 27, Evening:	Lecture: Jason Kasper - Village Guitar
Thursday, Sept 28, Lunch:	Saskatoon Makerspace Tour
Thursday, Sept 28, Evening:	Lecture: Landscape Architect - location TBD
Friday, Sept 28, Evening:	Premier's Awards of Excellence in Design - 145 1st Ave N