REQUEST FOR PROPOSALS
Les Bois Film Festival Coordination

Project Overview

The Les Bois Film Festival (LBFF) is produced by Land Trust of the Treasure Valley, a local nonprofit dedicated to conserving nature in Southwest Idaho. Now in its sixth year, Les Bois Film Festival features a diverse array of outdoor and environmental films from around the globe, with a special focus on locally produced films from Idaho and the American West. This one-day event is typically held at the Egyptian Theater in Boise with two shows. Each show features different films, with nine screenings at the 1:00pm show and ten at the 7:00pm show. Each film tells a unique story, covering subjects from outdoor education and recreation in Idaho to international conservation.

The Land Trust of the Treasure Valley is seeking a partner to coordinate all of the activities associated with hosting this event for the community. While it is primarily a friend-raising activity, emphasis is placed on generating a minimum of $10,000 in net revenue for LTTV through sponsorships, ticket sales and other means.

Scope of Work

Film Selection & Showing
- Work with staff and board to determine criteria, process and timelines for selection.
- Set up systems within Film Freeway for submissions.
- Identify and solicit films of interest.
- Coordinate committee (staff and board) meetings for viewing and selection.
- Communicate and conduct any necessary transactions with film producers/promoters.
- Prepare promotional descriptions of films for use in media releases as well as show/program scripts.
- Determine film line-up.
- Secure any technical AV assistance needed for day-of shows.
- Coordinate on-site, day-of showings.

Facility, Food & Beverage Liaison
- Coordination and management of theater facility, contracts, set-up, equipment and AV technology with Egyptian Theater or other facility provider prior to and on-site at event.
- Determine, order and ensure food and beverages for attendees (including staff and volunteers). Includes bar permits, solicitation of beer/wine donations and food items.
Promotion

- Produce trailer once films are selected.
- Coordinate ticket pricing, printing and sales.
- Assist staff with development and implementation of promotion plan to include branding, web page design, social media posts, graphics and print materials.
- Assist staff with development and implementation of media plan to include enews blasts, working with radio outlets, and print media with trailer.
- Assist staff with development and production of printed program.

Volunteer Management

- Facilitate work team meetings and overall project management.
- Assist with identification of volunteer needs, job descriptions, communications and on-site coordination.

Sponsorships

- Assist with identification of potential new sponsors (companies and contacts).

All activities are to be conducted in strict adherence to COVID19 guidelines relevant to and applicable at any time prior to and during the event. Work is to be supervised by Kimberly Cox, Development & Communications Manager, Land Trust of the Treasure Valley.

Project Timeline – (10/15/2021 - 05/30/2022) Event Date, TBD Late April, Early May Planning for the event is to begin within two weeks of selection of event coordinator - by October 15th, 2021.
Proposals are to include a key activity outline with timeframes.

Proposal Submission

Proposals should be submitted as PDFs via email and include the main contact person and their contact information. Proposals must be received no later than October 8, 2021.
Proposals are to include:
- Qualifications of the individuals and company demonstrating competency to perform the tasks involved and expected outcomes.
- The key activity outline with timeline, and estimated hours.
- Cost estimate based on anticipated hours.

Proposals are to be submitted via email to:
Emma Stammer
Development & Administrative Manager
estammer@lttv.org
208-345-1452

Land Trust of the Treasure Valley
www.lttv.org