



TORONTO ABORIGINAL SUPPORT SERVICES COUNCIL

TASSC

EVENT PLANNER

REQUEST FOR PROPOSAL (RFP)

Purpose of RFP

The Toronto Aboriginal Support Services Council (TASSC) is seeking to procure the services of an **Event Planner**. TASSC is planning for the first ever ***T'karonto Indigenous City Building Conference***. This RFP provides the background, intent and expectations for the project to allow prospective consultants/contractors an opportunity to submit a competitive proposal for this exciting short-term contract opportunity.

Background

TASSC is a leading not-for-profit research, policy, and advocacy organization that addresses the social determinants of health to improve and enhance the socio- economic prospects and cultural well-being of Aboriginal peoples living in the City of Toronto.

The *T'karonto Indigenous City Building Conference* is designed to be a high-impact urban Indigenous, cross-sectoral city-building conference. The *Tkaronto Indigenous City Building Conference* is intended to bring together thought-leaders from across sectors to 'think-tank' through current issues and opportunities facing urban Indigenous communities in Toronto, toward creating space for dialogue, learning and designing actionable solutions for changemaking. The TASSC Council made up of executive leaders from across 18 local and provincial organizations will come together to plan and execute on the details of a 2-day conference; designed to bring folks together from the community, non-profit, private, philanthropic, government and other sectors.

Scope of Work and Deliverables

- Developing, managing and executing a master event logistical plan and timeline
- Organize facilities and manage all event details such as location/venue, décor, catering, AV, entertainment, transportation, registration, attendee list, special guests, vendors, sponsors, advertising, Elders, speakers/trainers, equipment, promotional material, etc.
- Co-manage and reconcile event budgets, expenses and timelines with conference facility and partners alongside TASSC's Financial Controller
- Adhere to project timelines and budget guidelines
- Ensure compliance with insurance, legal, health and safety obligations
- Oversee the implementation of all promotional and registration components including invitations
- Provide a written monthly update and verbal update via monthly TASSC council meetings
- Co-manage planning committees, both pre-event and on-site
- Manage and procure vendors, speakers, Elders, and other relevant parties
- Manage on-site event set up and operations for the days' events
- Co-manage and execute event debrief including analyzing post conference evaluations as well as recommended improvements/changes
- Support promotions and social media activities
- Develop and execute on the event itinerary/plenary, keynote speakers, performers, workshop content and facilitators, etc.



TORONTO ABORIGINAL SUPPORT SERVICES COUNCIL

Expected deliverables or products or results:

- *Master logistical event plan and schedule*
- *Bi-weekly briefings and progress updates*
- *Conference budget forecast*
- *Master listserv*
- *Promotional plan*
- *Social media plan*
- *Itinerary/plenary of workshops content and facilitators/speakers*
- *Indigenous marketplace vendors organizing*

Timelines

The anticipated start date for this project, from the signing of the Contractor Agreement, is January 30, 2020. The projected end date for this project is May 2020.

Required Qualifications

- Minimum of 5+ years' experience in planning and executing large scale, high impact conference/event planning
- Demonstrated experience in:
 - Managing vendors, speakers, facilitators
 - Managing event budgets
 - Marketing of events
 - Event planning and logistics
- Excellent organization and project management skills
- Energetic, innovative, creative self-starter
- Problem solver and results oriented
- Able to work well under pressure of event deadlines
- Ability to prioritize tasks and meet deadlines
- Has a well demonstrated events planning and execution track record
- Demonstrated multi-sector network
- Demonstrated ability in Indigenous workshop content development and delivery

If you are interested in submitting for this RFP kindly submit a letter of intent outlining the key steps you would take in planning an event of this caliber and enclose:

- ***Your resume***
- ***Two professional references***
- ***Two samples of notable events that you planned and executed***

All submissions must be received by January 20, 2020 at 5:00 PM to ttolles@tassc.ca