



**Request for Proposal:  
Event Planner**

Issue Date: July 3, 2019  
Responses Due: August 13, 2019  
Contact: Katie Mosher  
Partnerships & Sustainability Advisor  
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## **Intro/Summary**

Interval House was founded in 1973 as the first centre for abused women in Canada. We are leaders in the violence against women sector, providing innovative programs and services that help women survivors of abuse and their children from the point of emergency intervention through to reintegration into the community, establishing economic self-sufficiency, and accessing safe and affordable housing.

Our Residential Program involves individual and group counselling and activities for abused women and children that are sensitive to their trauma. We help address the immediate pain and the ongoing impacts on self-esteem and independence. Our counsellors help women rebuild their confidence and sense of agency so that they and their children are ready for fresh starts and lives free of violence.

The Building Economic Self-Sufficiency Program or BESS is designed to help women get back on their feet with stable employment and housing after leaving abuse behind them. This differs from other employment programs because of its focus on the specific needs of survivors of intimate partner violence and the barriers they face. BESS includes counselling services and workshops to help survivors work through the trauma of intimate partner violence (IPV), as they navigate the path to a new life.

## **Events at Interval House**

Events are an important way in which we engage with stakeholders, donors, community partners, and volunteers to ensure they feel connected to the cause and the transformational work we do. Interval House hosts two annual events to celebrate and showcase:

- the achievements and milestones of our residents and clients;
- the impact of our donors and supporters' investments;
- results of any research studies/evaluations conducted by our team; and
- our innovative public service announcements/campaigns.

The goal of this RFP is to secure an event planning partner to coordinate the many details of the events hosted by Interval House.

### **Event 1: BESS Celebration**

Every June or July, we celebrate the accomplishments of our clients in the BESS program. For one evening, we bring together all those who make BESS possible including our donors, community partners, staff and clients along with their families. On average, we have 100 guests.

During the celebration, we have a keynote speaker who discusses related topics and issues such as the violence against women sector, housing, and shared motivational experiences. We end the evening with a speech by our BESS valedictorian and an award ceremony.

### **Event 2: Open House**

Our annual open house takes place in October or November at Interval House. This is an evening for our corporate and leadership donors to meet with staff and board members and hear in greater depth about the work we are doing. On average, 70 guests attend.

### **Event 3: TBD**

A third smaller event for select guests is currently being discussed. Details to follow if approved.

### **Event Planner Requirements**

We are seeking to recruit an event planner/agency to coordinate the majority of logistics for both events. The scope of the work includes:

- securing a venue (BESS celebration only)
- managing all catering needs
  - Obtaining special order permit (if needed)
- ordering décor such as flowers
- managing guest list and name tags
- being on-site day of event to accept all deliveries and work with catering team
- working within predetermined budget
- keeping location of Interval House confidential

### **Proposal Contents**

In your proposal please provide:

- Brief description and role in past events you've managed
- Estimated service fees
- 2 pertinent references

The successful applicant will work in conjunction with the Partnerships & Sustainability Advisor at Interval House.

### **Proposals can be sent to:**

**Katie Mosher, Partnerships & Sustainability Advisor**  
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