Request for Proposal for Event Host: EAC Network Fall 2022 Gathering

WeConservePA seeks proposals from an EAC (or partnership of EACs) to work in partnership with WeConservePA to present the EAC Network Fall 2022 Gathering in-person in southeastern Pennsylvania. The selected proposal will be announced in June 2022.

Project Description

WeConservePA sees value in bringing together EAC members, municipal staff & officials, and those interested in the work of EACs for in-person networking, educational, and idea sharing. The fall gathering is distinct from the annual EAC Network Conference, which is held virtually in winter. The structure and content of the event will be heavily informed by the host in partnership with WeConservePA.

Bringing the event to your area provides the opportunity to shape the event's structure and content as well as share the accomplishments of your municipality(ies) and EAC(s) with your network of EAC peers.

The host EAC(s) is expected to form a local planning committee capable of working with WeConservePA staff to develop a successful regional event. This committee shall consist of at least 2-3 individuals who are committed to making the event a success. Proposal requests should identify the planning committee members and their skill sets.

Host Responsibilities

1. Organize an event planning committee with chair or co-chairs that can actively support planning in cooperation with WeConservePA
2. Active engagement in planning meetings, scheduled via WeConservePA Zoom or Teams
3. Identify potential event venue(s), provide information on rental cost and date availability, and work with WeConservePA secure the event venue.
4. Identify potential local catering options for event refreshments (e.g., coffee, breakfast, lunch, or snacks) that can accommodate most standard dietary restrictions (vegan, vegetarian, gluten free, nut, or other allergies), and provide information to WeConservePA who will secure catering contracts
5. Promote the event through local networks
6. Collect photographs for marketing
7. Solicit, organize, and manage a team of volunteers who would provide on-the-ground support at the event
8. Participate in the development of the educational program and agenda

WeConservePA Responsibilities

1. Support the host in event planning including engagement in planning committee meetings
2. Support the EAC (or EAC regional partnership) with overall event coordination
3. Provide staff resources on event date

4. Manage event finances and contracts for services, etc.
5. The development of the marketing strategy for the event including developing a marketing toolkit and conducting email and web outreach, with input from host committee. Implementation of the marketing strategy once defined.
6. Provide online registration for the event
7. Deploy and manage attendee event evaluation

Venue Requirements:
1. ADA accessible rooms
2. General session room accommodating 50+ attendees
3. Additional 1-2 breakout rooms each accommodating 20-25 attendees *preferred*
4. Access or ability to support standard AV resources with a blank wall or projector screen in each space
5. Easy access to parking for attendees
6. Accommodation of catering for refreshments

Proposal Submission

Proposals should describe in detail your EAC's (or partnership's) ability to address the requirements outlined in this RFP; be sure to include the following:
1. List of confirmed planning committee members and roles
2. Description of event planning experience (if any)
3. Potential event venue(s) (include pricing and available resources)
4. Tentative ideas for the event (include desired topics and speakers if any)

Submission timeline:
>**March 15, 2022:** EAC Network Fall Gathering host RFP distributed
>**May 31, 2022:** Submission deadline for proposals
>**June 2022:** Notification and announcement of selection

Submission instructions:
If you are considering a submission, you may reach out to cgrayshaw@weconservepa.org or (717) 219-4074 with questions. Please submit your proposal electronically to WeConservePA at cgrayshaw@weconservepa.org. Send your proposal as a PDF attachment with *EAC Fall Gathering* as the subject.