



Power Lunch 2020 Event Management

Released: January 9th, 2019

Introduction

The Golden Gate Business Association is the world's first LGBTQ Chamber of Commerce, and a 501c6 non profit. Our mission is to champion opportunity, education, and advocacy for our LGBTQ & Allied business community.

Project Overview

The purpose of this RFP is to select an Events Management company with expertise in managing events with up to 200 attendees and and a panel of speakers.

RFP Schedule

- RFP responses back to GGBA: January 24th, 2020
- Vendor demos/interviews: week of January 24th, 2020
- Vendor selection: January 31st, 2020
- Vendor start date: January 31st, 2020

Scope of Work

- Manage timing of Power Lunch Program by working alongside the event MC. This includes timing of the Keynote speaker and panel of speakers.
- Help to manage volunteers with lead volunteers outlined [here](#).
 - a. This includes coordinating where vendors should set up for the expo and managing volunteers at registration.
- Manage hotel expectations and timing of the actual lunch
- Registration closes at noon - Help manage late comers and usher them quickly to their table via the seating chart
- Managing A/V needs and safety of event
- Advise GGBA on necessary insurance needs and execution of insurance compliance measures
- Vendor Management:
 - a. Secure timelines from each vendor
 - b. Schedule and coordinate delivery of rentals
 - c. Develop a load in/out schedule
 - d. Develop an overall event day schedule
 - e. Schedule site visits with vendors



- Determine permits and advise of any Certificate of Insurance from Client or Vendors for the venue
- Schedule and conduct post-event evaluation meeting
- Provide, save and file key event logistics documents, such as timelines, budget, vendor contracts, floor plans, and key communiques

Date/ Time of Event: Friday, March 6th, 2020 - 8AM - 1:30PM

Submission of Proposals

Please submit a PDF of your proposal to RFPTaskforce@ggba.com. **All submissions are due on January 31, 2020, by 6:00 p.m. PST, and must include the following:**

1. Letter of interest
2. Membership status in GGBA, other LGBT Chambers of Commerce, and/or other LGBT professional associations, and/or other professional associations
3. LGBTBE Certification Status
4. Hourly fee rates. any/all discounts provided given our 501c6 non-profit status, and any discount you are willing to donate to the GGBA as in-kind donation
5. Personal bio and/or profile of your firm with specific, relevant experience for the last five (5) years.
6. Three (3) references of current/past clients that would be relevant to the SOW of this project.

General Provisions

Any contract awarded as a result of this RFP will be awarded without regard to age, citizenship, color, creed, physical or mental disability, economic status, education, ethnicity, family responsibilities, gender identity and expression, genetic information, health status including HIV status, height, housing status, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, pregnancy, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, training and other terms, conditions and privileges of employment and contracting.



Questions concerning this request for proposals should be addressed to
RFPTaskforce@ggba.com

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