



Request for Qualifications Event planning coordinator

Purpose

The Bush Foundation is seeking an experienced event planning coordinator to help support a variety of gatherings for staff, grantees and community members in partnership with our staff. Our goal is to create welcoming, well-organized events that are designed to connect, equip and inspire people. The selected consultant will help ensure seamless logistics, thoughtful details and an overall experience that aligns with our operating values.

About us

The Bush Foundation works to inspire and support creative problem solving—within and across sectors—to make our region better for everyone. To do this, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography. Learn more at bushfoundation.org.

Background

We bring people together, both our staff and community members, for a variety of purposes. We often need additional capacity to support these activities well. The event coordinator will work closely with our staff to ensure that activities align with our operating values and specific objectives. Bush staff will lead the content, and the event coordinator will manage logistics and location specific details.

Project scope

Activities will vary in format, size and scope but share a common goal of bringing people together in engaging ways. We expect to carry out 4-8 activities in 2025, with an allocated budget of up to \$35,000 for event planning assistance. These projections may shift as the work progresses.

Examples of possible activities:

- **Office hours:** These are opportunities for community members to meet with our staff, either one-on-one or some other meeting space, with the shared objective of seeing how we might be able to help them in their work. We often need logistical support and sometimes location-specific support throughout our grantmaking region.
- **Staff gatherings:** We often host full or half days of learning activities for staff that require additional logistical support so staff can also participate. The event coordinator might not facilitate an activity but be able to help source related needs.
- **Grantee gatherings:** Our staff typically designs, facilitates and manages the retreats or gatherings with grantees. At times, we might need logistical and location-specific support throughout our grantmaking region for these activities so our staff can be more involved with other aspects of planning and hosting the gatherings.

Examples of support we might need:

- Venue research & logistics
- Catering & food coordination
- AV & tech support
- Room setup & décor
- Vendor coordination
- Attendee communication & coordination

- On-site support
- Logistical support or guidance to accommodate various needs like food, technology, mobility
- Other support as needed

Submission requirements

Submissions should not exceed 4 pages. Please include the following:

- Brief overview of your company or work, including the key attributes that guide and inform your approach to event planning.
- Examples of 2 or 3 events/gatherings you've managed that give us a sense of how you manage multiple priorities; how you communicate with various parties involved and how you organize the work.
- How you determine budget estimates and structure your pricing
- Contact information for three past clients who can speak to your experience with similar work.

Selection criteria

Decisions will be made based on how well an organization fits our selection criteria. We will consider the following:

- Relevant experience and history of successfully delivering similar events.
- Experience working collaboratively and flexibly with clients and community.
- Ability to plan events throughout the Bush region (Minnesota, North Dakota, South Dakota or one of the 23 Native nations that share the same geography.)
- Experience working with nonprofits or foundations.
- Ability to support events across diverse populations and a broad geographic region.
- Availability to begin work once selected.
- Alignment with our [operating values](#).

While it's not required, special consideration will be given to individuals located in our region.

How to submit

Please send your submission and a completed [Vendor Demographic Form](#) to Katie Foy at kfoy@bushfoundation.org by noon CST on Thursday, March 13. Please include "Event coordinator RFQ" in the subject line.

Questions about this RFQ can be sent to the same email address.

Selection process and timeline

- Thursday, March 13: Submissions due by noon CT.
- Early April: We will notify all applicants by email whether they are moving forward
- Mid-April: We will talk with finalists to learn more about their submissions.
- Late April: We will make our decision and notify all finalists.

We're in the process of planning our events for 2025, but anticipate most will happen in Q3 and Q4. Once we've selected our partner in April, we'll work out a more detailed scope of services with them.