



Request for Qualifications – Event Planner

Purpose

The Bush Foundation is seeking an event planner for two gatherings in fall, 2023.

About the Bush Foundation

The Bush Foundation invests 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. Established in 1953 by 3M Executive Archibald Bush and his wife Edyth, the Foundation supports organizations and people to think bigger and think differently about what is possible in their communities. We work to inspire and support creative problem solving — within and across sectors — to make our region better for everyone.

Project

We will host two Bush Fellowship in-person gatherings in the fall of 2023. Foundation staff will lead the content design. We are seeking an event planner to handle the logistics and coordination of the gatherings from initial planning to on-site execution.

First Gathering: It will be a two-day mid-Fellowship retreat on September 28 and 29 for up to 24 Fellows in the Twin Cities metropolitan area in Minnesota. We estimate a total of 30 attendees.

Second Gathering: It will be a three-hour Fellowship final celebration for up to 70 people. This will likely be in October of 2023 in the Twin Cities metropolitan area in Minnesota.

Scope of Work

The following outlines the intended scope. We use [this toolkit](#) to ensure inclusive events, and it should be used as a guide for this work.

- Work with our staff and Fellows to find a date for the October in-person gathering. The September dates for the first gathering are already set.
- Identify and reserve locations for the two events that meet the experience goals set by our staff.
- Identify a hotel near the locations and secure contract.
- Manage all contracts with all vendors in a timely manner.
- Ensure all accessibility needs are met; this could include managing contracts with interpreters, etc.
- Secure, manage and implement the set-up, technology, food and supplies at locations.
- Manage and coordinate with our travel agent for any travel (flight, hotel) needs of attendees including communicating pertinent travel reimbursement details.
- Provide regular updates on progress to our staff either in writing or via meetings.
- Work with any outside facilitators to ensure they have the technology, supplies and logistics they need for their sessions at the gatherings. Our staff will make sure they have all they need for content.
- Communicate with and answer any questions from attendees regarding pertinent details (location, travel info, agenda, dietary needs, other requests).

We anticipate the work outlined above will be \$10,000 — \$15,000, but we are open to what you might propose given the scope.

Selection Criteria

Decisions will be based on the following.

- A history of delivering successful events in the Twin Cities.
- A demonstrated commitment to designing and delivering inclusive events.

You must be available on the dates of the events. We will give preference to those who have executed successful, inclusive events in the Twin Cities.

How to Apply

Submissions are due by Thursday, July 6 at noon Central. Emails should be sent to Kim David at talent@bushfoundation.org.

If you're interested in being considered, please email the following.

- Share your experience in managing similar events and why you're interested in this work. This should be no more than two pages.
- A proposed budget
- If applicable, a link to your website.
- Two references who could speak to your managing similar types of work. Please include why they're relevant to this project.
- A completed [Vendor Demographic Form](#)

If you have questions, please reach out to Kim David, talent, learning and evaluation coordinator at talent@bushfoundation.org.

Selection and Timing

Submissions are due by Thursday, July 6 at noon Central.

- By July 14, applicants will be notified whether they're moving forward for consideration.
- Between July 21 – 24, Bush Foundation staff will have Zoom calls with finalists being considered.
- By July 25, finalists will be notified whether they were selected.
- We anticipate work would start July 31, 2023, and be complete no later than November 17, 2023.