

**Request for Proposals (RFP)**  
***Event Planning/Coordination Services***

**Organization Overview**

World Renew is a non-profit, international development and disaster response organization with offices in Burlington, Ontario (Canada) and Grand Rapids and Byron Center, Michigan (U.S.A.). In 2022 World Renew will celebrate its 60th anniversary and will host celebrations throughout Canada and the United States.

**Key Consultancy Objectives**

**Scope 1** - World Renew seeks to engage an experienced event planner, in partnership with the World Renew Canada 60th Anniversary Events Team; to plan and coordinate live celebration and fundraising events in the following cities during the fall of 2022:

- Vancouver, Abbotsford, Duncan in British Columbia
- Edmonton, Calgary, Lethbridge in Alberta
- Saskatoon in Saskatchewan
- Winnipeg in Manitoba
- Ottawa, Toronto, Hamilton, London in Ontario
- Truro in Nova Scotia

**Scope 2** - World Renew seeks to also engage an experienced event planner to plan and coordinate a celebration and fundraising events 'in a box', to be held at churches throughout the country in mid-autumn. This event would be a scripted event (IE Global Dinner), in which all of the required items would be provided to the church for the participants to run the event independently.

**Profile of Consultant/Firm:**

1. Demonstrated knowledge and experience with event and logistics planning.
2. Familiarity with the Canadian Christian Reformed Church structure considered an asset.
3. Experience and understanding with marketing and communications.

**Please submit your proposal comprising of:**

1. A letter of interest that outlines your qualifications, availability including begin and end date and your fee schedule. Your fee schedule is to include a day-rate, related time schedule as well as a price-list for other specific services.
2. Your current CV/resume, if a single consultant, or company prospectus if a firm, or CVs for up to three people who would be delivering services on behalf of a firm.



3. Three references from past clients.

Proposals should be submitted **on or before January 15th, 2022** to World Renew, attention of: Mike Van Slingerland at [mvenslingerland@worldrenew.ca](mailto:mvenslingerland@worldrenew.ca)

**Your proposal consisting of the above documents must be submitted at the same time together in 1 (one) PDF document for your proposal to be considered.**

Thank you!

*World Renew is not bound to accept any or all of the proposals received.*