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2018 Host It Coordinator Request for Quote

Issued Date: December 2017

Due Date: 9am CST on January 15, 2018

Email: Tineke@downtownwinnipegbiz.com

Intent of Service:

The following Request for Quotes (RFQ) is being issued by the Downtown Winnipeg BIZ to find a coordinator for the Host It program.

The object of this proposal is to select the most qualified contractor to manage the program, conforming to the Downtown Winnipeg BIZ standards and branding.

Background:

The Downtown Winnipeg BIZ Host It program is a granting program for events to host their event downtown, whether that's relocating an event downtown, creating an event for downtown or expanding a current event. Half of the grant is given to the organization and the other half is available to the organization if they've lost money on their event (serving to assist in reducing their risk in their downtown event).

"Host It Downtown is an event funding program designed to boost entertainment in the downtown area by reducing the inherent risk involved in developing new events and provide incentive to create or relocate events to the downtown area. Vibrancy and activity on a year-round basis is the goal of the program thereby solidifying the downtown Winnipeg as the prime destination to host and attend events in the region. Complementing the existing portfolio of events from Downtown Winnipeg BIZ, Host It Downtown relies on the creativity of the local and national community of event organizers, from expert and experienced to newcomer, and provides them with the toolset they need for success."

View last year's application form [HERE](#) for additional information on the Host It program.

In 2018, we will have over \$75,000 to distribute through the Host It program.

This program runs throughout the year. The more intensive work will be in the first quarter, including revamping the application form, distributing and collecting application forms, communicating with the Host It Committee and following up with Host It applicants. Throughout the year, time will need to be spent communicating with the successful Host It participants and completing paperwork and budgeting tasks. A networking event is to be planned at some point throughout the year.

Eligibility:

Any interested party, or parties, may submit a response to this RFP.

Scope of Work:

Contractor(s) will be responsible for any or all of the work as it pertains to the Host It program including:

- Education and outreach
 - Revamp the Host It application form
 - Connect with local festivals, events and planners to educate them on the Host It program, encouraging them to apply
 - Regularly coordinate the public relations and social media efforts to communicate activities (if possible)
- Execution
 - Collect completed application forms
 - Share them in a manageable way with the Host It Committee (last year we provided the details of each application in survey form for the Committee to vote on)
 - Follow up with Host It applications as needed on behalf of the Committee
 - Communicate with Host It applicants and successful participants
 - Manage the reporting and other requirements of the successful Host It participants
 - Create and communicate a follow up survey for Host It participants
- Budgeting
 - Maintain the budget
 - Manage the payment schedule and paperwork for all Host It participants
- Networking Event
 - Plan and execute a networking event, bringing together local festivals, events and event planners to educate them about the Host It program, working within a budget provided by the Downtown Winnipeg BIZ
- Press Conference

- Plan and execute a press conference to highlight the events that Host It is supporting in 2018
- Prepare and distribute a press release
- Manage the media relations, in partnership with the Downtown Winnipeg BIZ
- End of the year
 - Provide a post-event report
 - Provide all contacts, invoices and event details to the Downtown Winnipeg BIZ

A full scope of work will be provided with the contract that reflects the items listed above.

Timelines:

January 15, 2018:	Proposal intake
February 16, 2018:	Project assigned
Throughout 2018:	Photography captured and provided to the Downtown Winnipeg BIZ

Proposal Submission:

Please forward your quote via email to Tineke de Jong, Director of Marketing, Events and Communications at the Downtown Winnipeg BIZ via email (preferred):

Tineke@downtownwinnipegbiz.com

or drop off to:

Downtown Winnipeg BIZ
 Attn: Tineke de Jong
 426 Portage Avenue
 Winnipeg, Manitoba R3C 0C9

Proposals must be received by **Monday, January 15, 2018 at 9am CST.**

The Downtown Winnipeg BIZ reserves the right to withdraw, at its discretion and at any time, this Request for Quotes.

Late submissions will not be accepted. The Downtown Winnipeg BIZ assumes no responsibility for late proposals.

If you have any questions, please contact Nikki Kerslake, Events Coordinator at nikki@downtownwinnipegbiz.com or 204-958-4636.