



## Conference/Event Planner Request for Proposal *Issued January 2025*

### INTRODUCTION AND OVERVIEW

Purpose of RFP: To solicit proposals for meeting/conference planners to assist the Florida Philanthropic Network (FPN) in planning and producing its annual Summit on Philanthropy (aka the Summit) for 2026.

Event Summary: FPN hosts an annual summit that provides a platform for learning, networking, and inspiration, driven by a collective effort to improve Florida for all. Attendees join us to explore how we can work together to ensure that philanthropy continues to play a pivotal role in shaping a brighter, more equitable future for all Floridians. The 2026 Summit will be FPN's 17<sup>th</sup> annual conference and will take place in Orlando, FL.

The Summit is a four-day event that includes one event preparation day, one day of pre-summit meetings and dinners for Summit attendees, and the two-day Summit for 200-250 attendees, which will include one to two general sessions and 12-16 breakout tracks. The conference schedule includes two evening receptions, CEO and Board Dinner, Philanthropy Leadership Dinner, and art/cultural event or other programs as determined by FPN.

The 2024 Summit in Tampa, FL was FPN's largest to-date hosting over 250 philanthropy professionals from across Florida and around the country. The 2025 Summit entitled "Amplifying Voices: Philanthropy's Role in Florida's Future" is on track to be on the same scale and will take place February 19-21, 2025 in Orlando, FL. More information about the 2025 Summit, including agenda and associated events, can be found on the conference website [here](#).

Main Contact:

Laura Harwin  
Manager, Grants and Administration  
laura@fpnetwork.org  
202-905-6293



**Conference/Event Planner  
Request for Proposal**  
*Issued January 2025*

**EVENT DETAILS**

<b>Detail</b>	<b>Description</b>
Event Dates & Times	Mid-February/Early March 2026
Location	Orlando or Tampa
Estimated Attendance	200-250
Event Type	Conference

Additional Information: Attendees range in professional level from entry level grant managers to CEOs and Board members.

**SCOPE OF SERVICES REQUIRED**

- Venue selection and management
- Event management and planning
  - Facilitate and/or attend all conference planning meetings
  - Create and manage portal for presenter proposals
  - Serve as primary contact for plenary speakers
  - Coordinate all presentation needs with presenters
  - Assist with budget development and management
  - Audiovisual management and support
  - Oversee development, production and placement of signage
  - Coordinate and manage sponsor benefits
- Event registration
  - Creation and management of event website and mobile app
  - Ensure appropriate arrangements for participants with special needs
  - Provide regular reporting
  - Manage and oversee effective event communications including registration confirmations
  - Maintain detailed registration records, including payments
- Outside vendor management (AV, transportation, floral, etc.)
- Manage onsite event logistics for duration of the event
- Catering/Banquet management services



## Conference/Event Planner Request for Proposal *Issued January 2025*

- Entertainment and special programs
- Accommodation arrangements for staff and plenary speakers
- Security services
- Post-event
  - Balance accounting, ensuring all hotel and vendor invoices are accurate
  - Provide adequate and detailed reporting on attendees and finances
- Other duties as determined as agreed upon mutually by FPN Staff and provider.

Work to be performed from July 2025-April 2026.

### **BUDGET**

In consideration of all planning tasks to be rendered by the provider, FPN will pay the provider a fee commensurate with the duties listed above for an event for up to 250 attendees. FPN will also pay for up to four hotel rooms for onsite staff. Travel to Summit site (Florida) for up to four staff will be reimbursed (at the federal mileage rate). Hotel and travel for one yearly in-person planning meeting for up to two planning staff will be reimbursed by FPN.

### **PROPOSAL SUBMISSION**

Instructions: Please email your proposal as a PDF document to [laura@fpnetwork.org](mailto:laura@fpnetwork.org).

Submission Deadline: February 10, 2025

### **SELECTION CRITERIA**

Proposals and vendors will be evaluated on the following criteria:

- Cost efficiency and value
- Vendor experience and past performance
- Quality and scope of service
- Ability to meet event dates and timelines
- References
- Only open to planners based in Florida



**Conference/Event Planner  
Request for Proposal**  
*Issued January 2025*

**TERMS AND CONDITIONS**

**Payment Terms** – Payment will be rendered in four payments over the course of the agreement. Exact payment schedule to be mutually determined.

**Cancellation Policy** – If the event is cancelled or rescheduled, the provider shall be paid an equitable amount for the work performed to the date provider receives notice of the cancellation or postponement. If the event is rescheduled, provider and the Florida Philanthropic Network shall negotiate the equitable amount to be paid to provider for the work required to properly schedule and conduct the rescheduled event.

**Insurance Requirements** – Provider will ensure that adequate insurance coverage is secured covering provider and agreed upon vendors.

**Compliance and Permits** – Provider agrees to secure and maintain adequate and necessary permitting according to venue requirements.

**QUESTIONS AND CLARIFICATIONS**

Please contact Laura Harwin at [laura@fpnetwork.org](mailto:laura@fpnetwork.org) with questions and for clarification on any items related to this RFP. All questions should be submitted by January 31, 2025.