



## **Request for Quotes Contract Conference Event Planner**

The Oregon Workforce Partnership (OWP) is seeking an experienced conference event planner for the 2019 WORKing Together Conference being held September 25 – 26, 2019. The successful candidate will provide coordination, logistical, and event management support for the conference.

OWP is a non-partisan, private/public, statewide association committed to providing leadership that promotes and advances Oregon's workforce system. OWP supports a comprehensive workforce system that better aligns resources, increases coordination among programs, and improves efficiency and effectiveness in service delivery to all Oregonians. OWP's membership is comprised of the Executive Directors of Oregon's nine Local Workforce Boards.

### **Event Overview:**

2019 marks the second year of the annual WORKing Together conference. The event is being held in Eugene, Oregon at the Hotel Eugene (formerly the Hilton Eugene) located in the heart of downtown Eugene. The conference is expected to draw over 300 attendees. Businesses, educators, public agency leaders, community-based organizations, and workforce professionals will come together to explore local, state, and national best practices, emerging workforce trends, and innovative solutions.

The theme of the conference is *Reimagining* and three workshop conference tracks will be available to attendees.

### **Scope of Work:**

Responsibilities include but are not limited to:

- Develop, manage, and execute logistical plan;
- Develop, manage, and reconcile event budget, expenses, and timelines. Adhere to budget guidelines;
- Develop sponsorship levels and benefits;

- Serve as lead liaison with venue personnel related to catering, A/V, facility management, and other relevant and required services;
- Serve as the lead on the development and tracking of all digital and non-digital marketing materials related to the conference, including, but not limited to, save the date, registration management, conference programs, signage, etc.;
- Provide on-site technical and logistical support during the conference;
- Prepare post-conference report including recommendations

**Requirements:**

- Proven experience as an events planner or organizer;
- Excellent time management and communication skills;
- Ability to manage multiple projects independently;
- Able to work well under pressure and prioritize tasks;
- Problem solver and results oriented;
- Energetic, innovative, and creative self-starter

**Submission Requirements:**

- Resume, CV, or other document which demonstrates your qualifications;
- Examples of recent event planning work;
- Outline of proposed specific responsibilities along with full costs;
- References

**Submission Information:**

- Submissions are due no later than May 15, 2019. Late submissions will not be considered.
- Quotes must be submitted electronically to [info@oregonworkforcepartnership.org](mailto:info@oregonworkforcepartnership.org)

**Timeline:**

- Interviews will be held the week of May 20, 2019
- Work will begin June 3, 2019