



Event Planner: 30th Anniversary Celebration Request for Qualifications

Burten, Bell, Carr Development, Inc. is seeking submissions of qualifications for an Event Planner for our 30th Anniversary in fall 2020. Burten, Bell, Carr Development, Inc. (BBC) is a non-profit community development corporation serving Cleveland's Buckeye, Central and Kinsman neighborhoods on the east side. Founded in 1990, our mission is to empower citizens and revitalize blighted and underserved communities.

Background Information

Unlike many non-profit organizations, Burten, Bell, Carr Development, Inc, does not host an annual fundraising event. Instead, the board and staff choose to devote its efforts to performing the much need work of community development.

BBC's last celebration was for the organization's 25th Anniversary. The interactive event, themed "Momentum", included neighborhood musical talents, BBC project presentations, a mural created on site, and food served from local food trucks.

The purpose of this Request for Qualifications is to solicit submissions from experienced consultants to work with the BBC staff to develop and implement plans for a 30th Anniversary celebration to be held in the 4th quarter of 2020.

Goals

- Highlight BBC's real estate development accomplishments in the Buckeye, Central, and Kinsman neighborhood
- Further reinforce a "sense of place" in the above-referenced neighborhoods
- Celebrate the organization's 30 year history, its founders, and its namesake (visually and/or orally)
- Increase awareness of both BBC and its programs and enterprises, including:
 - WOJU 95.9 FM, BBC's community radio station
 - Box Spot, BBC's retail center built by utilizing recycled shipping containers
 - Cornucopia Place, BBC's community kitchen and nutrition education center
- Promote the neighborhood as an ideal place for entrepreneurs and business development as well as promote established businesses

Objectives

- Raise \$50,000 (separate of event budget)
- Identify potential new home owners

- Identify potential new business owners
- Identify other potential investors
- Provide opportunities for above-referenced groups to stay connected with BBC beyond event

Qualifications Requested

All respondents to this Request for Qualifications should outline their experience in planning and executing major events, with specific reference to the type of event and the scope of the events in which they played a major role.

The selected planning team will be required to:

1. Work with BBC's Board of Directors and staff to determine the time format and nature of the event.
2. Plan and coordinate all logistical arrangements (i.e. tents, tables, chairs, food, entertainment, permits, licensing, parking, audio-visual needs, etc.)
3. Consult with board and staff designees regarding fundraising prospects and opportunities and marketing for event
4. Coordinate and manage preparation and distribution of invitations
5. Research recommend, and purchase promotional items
6. Coordinate and supervise the event including set up and clean up
7. Provide a report and chronological template to BBC as evaluation of the event.

Submission Information

Respondents must submit their written qualifications by 4:00 pm on **Friday, February 14, 2020 at 5:00 pm**. Submissions received will be reviewed and evaluated by BBCs staff and representatives of the Board, based upon such criteria as the board, in its sole discretion deems appropriate. Responses or questions may be submitted via US Postal Mail, electronic mail or facsimile to:

Joy D. Johnson, Associate Director

Burten, Bell, Carr Development, Inc.

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