

Oakland Thrive

35 W Huron St, Suite 201

Pontiac, MI 48342

Events@oaklandthrive.org

248-602-0040

11/20/23

Subject: Request for Proposal for Event Planning Services

Oakland Thrive is seeking the services of a professional and experienced event planning company to coordinate and manage three upcoming events in 2024. The three events will be supervised by the Oakland Thrive Director of Events and Training and will include the following:

1. Economic Development/Business Community Awards Gala:

- Date: Feb/March 2024
- Venue: TBD in Oakland County, MI
- Expected Attendees: 400-500
- Services Required: Full event planning, staffing, and sponsor recruitment

2. Economic Outlook Luncheon:

- Date: May 2024
- Venue: TBD in Oakland County, MI
- Expected Attendees: 600
- Services Required: Full event planning, staffing, and sponsor recruitment

3. Counsel General Dinner:

- Date: September/October 2024
- Venue: TBD in Oakland County, MI
- Expected Attendees: 150
- Services Required: Full event planning, staffing, and sponsor recruitment

Proposal Submission Requirements:

1. Detailed Proposal: Provide a comprehensive proposal outlining your approach to event planning, including detailed plans for each event and how you will handle staffing and sponsor recruitment.

2. Experience and References: Share information about your company's experience in managing similar events and provide references from past clients.
3. Budget: Provide a detailed budget for your services for each event, including a breakdown of costs for planning, staffing, and sponsor recruitment.
4. Timeline: Outline a proposed timeline for planning and executing each event.
5. Team Composition: Describe the key team members who will be involved in planning and executing the events.
6. Additional Services: Outline any additional services or expertise your company can bring to enhance the success of these events.

Please submit your proposal by 12/15/25 to Director of Events, Emilie Rohrbach at events@oaklandthrive.org. If you have any questions or require further clarification, feel free to contact us at 248-376-8011.