



**Request for Proposals
Contracted Event Planner
Vista Rise Collective**

About Us

Vista Rise Collective is a nonprofit organization serving South Lake Tahoe and Alpine County. Rising together, we empower survivors and our community to interrupt the cycles of violence through compassionate, expert-led, and accessible services to cultivate safety, healing, and pathways to thriving futures.

Our work includes crisis support, safe housing, therapy, legal advocacy, youth prevention, and community education. Events are a vital part of how we raise awareness, engage our community, and sustain funding for our mission.

Scope of Services

We seek a contracted event planner to design, coordinate, and execute events throughout the year. Services may include, but are not limited to:

- Creative event concept development aligned with our mission and brand.
- Venue scouting, vendor coordination, and contract negotiation.
- Budget planning and management.
- Event promotion support (working with our staff/communications team).
- Day-of event management, including setup, coordination, and teardown.
- Post-event evaluation (budget report, attendance recap, lessons learned).

Anticipated Events (Fiscal Year 2025–2026):

- Fundraising gala (Purple Party)
- Community awareness events (e.g., Walk a Mile in Their Shoes)
- Smaller fundraisers (golf tournament, pizza nights, drag bingo, hockey game takeovers)
- Donor cultivation receptions

Proposal Requirements

Please provide:

1. **Background and Experience** – Tell us about your work with nonprofits, community events, or fundraising-focused events.
2. **Portfolio/Examples** – Include 2–3 examples of similar events you've planned.
3. **Approach** – Share how you approach planning, vendor relations, and keeping events mission-centered.
4. **Fee Structure** – Outline your pricing (flat fee, hourly, % of revenue, or hybrid).
5. **References** – Provide 2–3 clients we may contact.
6. **Availability** – Share your capacity for ongoing work in 2025–2026.

Timeline

- RFP Released: January 26, 2026
- Proposals Due: February 16, 2026
- Decision/Contract Awarded: February 20, 2026

Submission Instructions

Please submit your proposal electronically to:

Chelcee Thomas
Executive Director, Vista Rise Collective
chelcee@vistarise.org

Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience with nonprofit/community-focused events
- Creativity and mission alignment
- Cost-effectiveness and clarity of fee structure
- References and proven track record
- Ability to work collaboratively with our staff and volunteers