



WASHINGTON D.C.
CHAPTER

Request for Proposal for Chapter Administration/Event Management International Association of Exhibitions and Events – Washington D.C. Chapter

Organization Information

Name: International Association of Exhibitions and Events – Washington, DC Chapter

Geographic Scope: Washington, DC Metropolitan area

DC Chapter Mission Statement: To provide powerful educational programs, special events, networking and marketing opportunities for people committed to the exposition industry that:

- Augment development of members' professional growth and personal achievement
- Encourage and promote member volunteerism to enhance the IAEE membership experience
- Inspire creativity in thought and solutions to real-life "opportunities"
- Increase opportunities for participation and collaboration among members
- Support participation in the CEM program
- Be the "Must be a member! Must attend!" association in town

Membership Information: National membership automatically enrolls you as a chapter member. The IAEE DC Chapter consists of over 1500 professional members, located in Virginia, DC, Maryland, and Delaware. It is the largest IAEE domestic chapter and the most engaged.

Membership Types: Industry Member, Event Facility Member, Industry Member Outside North America, Student, Retired, and Educator

Organization Type: 501 (c) (6)

Chapter Information: IAEE DC hosts 8 monthly luncheons a year with approx. 5-8 special events usually consisting of a Bowling, Karaoke, Young Professional Meet up, etc. The DC Board of Directors consists of 15 volunteer leaders.

We are seeking a contract to run from November 2018 – December 2020 with one year option to renew for 2021.

The following sections outline the duties and responsibilities that are included in the expected contract:

Board Support:

- Attend Board meetings.
- Secure venue for board meetings
- Send out communications to board members about location, agenda items, and schedule.
Attend all Board meetings and work with the Board Secretary to ensure that meeting minutes are recorded and distributed back to the Board in a timely manner.



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- Oversee all internal BOD communications, deadlines, and collection of reports and materials from each BOD member.
- Act as a Liaison with IAEE HQ on communications, paperwork, and chapter requirements/deadlines. Distribute any necessary information to appropriate bod members and ensure that chapter is fully up to date.
- Assist the BOD Executive Committee regarding chapter financials, documentation (ie. Tax forms and paperwork), and payments.
- Maintain all chapter documentation and records.
- Assist with preparing documentation for onboarding process each year, including each position documentation and onboarding packets. Assist the Past Chair and Nominations Committee with any scheduling, paperwork, and documentation to prepare the future BOD Slate.

Chapter Administration:

- Provide a single point of contact for both board and chapter members.
- Manage the general chapter email. Distribute emails to the appropriate board members or committee chairs, ensuring the emails are answered by being cc'd on responses
- Work with Chapter Chair and other local, similar organizations to host joint events and meeting.
- Assist with maintaining chapter documentation.
- Maintain a chapter communications calendar. Coordinate with Director of Marketing and Director of Communities and Outreach to maintain.
- Assist with collecting and compiling chapter scholarship applications.

IAEE DC Event Support:

- Attend all IAEE DC Chapter Events (if not able to attend, secure a representative to manage in absentia).
- Work with Program committee and Special Events committee chairs and members, as needed, to identify potential meeting/event space, prepare and send RFP's as needed, communicate with speakers, assist with logistics for all events to include F&B, room set-up, audio/visual needs, etc. An emphasis should be placed on obtaining complimentary space and services when possible.
- Procure and disseminate all chapter materials (surveys, raffle gift cards, etc), are present at each chapter event.
- Collect raffle materials and raffle money to be deposited in Chapter bank account. Coordinate with chapter Treasurer.
- Coordinate with Treasurer and other chairs to ensure all event vendors are paid in a timely fashion.
- Work with registration company to prepare registration websites for each event in a timely manner and track attendee rosters.
- Work with registration vendor to manage onsite registration for all IAEE DC Chapter Events.
- Work with necessary chairs and committees to ensure all deadlines are met for submission of photos, articles, and advertisements. (ie. Sponsorship logos or handouts fulfillment with Director of Sponsorship).



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Committees:

- Work closely with all committees and committee chairs to ensure they have the support they require to be as productive and engaged as possible.
- Work with committees and committee chairs to ensure all deadlines are met for submission of photos, articles, and advertisements.
- Maintain committee and volunteer roster.

PREFERRED Website Management:

- Administration, management, and updates and/or directing a third-party vendor to perform these activities. (The current website is already built, but will potentially require the chapter admin to update throughout the year. Training on the web portal will be provided).

General:

- Assist with vendor RFP collection and dissemination.
- Other duties as assigned by Chapter Chair (as needed).

Response to RFP should include the following:

- Management fee, based upon services noted above.
- Your organization's history, qualifications, and bio's of the personnel that would be working with the chapter.
- Proposed contract terms.

The DC Chapter is requesting an in-kind partnership or reduction in fees in exchange for sponsorship. Participating company will receive the following in recognition/benefits:

- Logo on all sponsorship signage at all IAEE DC related events
- Recognition from the podium during all IAEE DC related events
- Complimentary registration for two people from the selected company at all DC Chapter events.
- Logo on website and Capitol Ideas blog

The DC Chapter is also open to negotiate additional sponsorship regarding the partnership.



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Deadlines:

RFP Dissemination Date: October 2nd, 2018

Proposal Due Date: October 19th, 2018

Decision Date: November 2nd, 2018

Start Date: November 2018 (for final BOD meeting of 2018. "Onboarding" meeting)

Questions?

Please direct all questions regarding this RFP to: Please respond to Mary Higham at mary@voxdeae productions.com, or at 908.415.5929 with any questions. Thank you for supporting your local chapter.