



CORPORATION OF THE CITY OF ENDERBY

REQUEST FOR INFORMATION – EVENT COORDINATOR

Statement of Need

The City of Enderby is seeking to contract with a qualified person or organization to deliver community event services. The services shall include the coordination of existing community events and the development of new community events.

The key community events are Canada Day, Christmas light-up, and a downtown car show-themed event in August, Friday Night Lights. Several smaller community celebrations are also identified for enhancement, including Easter and Halloween. Over time, new events will be developed in conjunction with the City.

Key activities will include volunteer recruitment and coordination, activity development, and marketing.

Qualifications

The preferred candidate will have demonstrated experience in event management, volunteer engagement, and marketing. Preference will be given to candidates with strong working knowledge of local conditions and past experience involving Enderby's community events. The preferred candidate will have excellent interpersonal, organizational, and communications skills, as well as a sound working knowledge of how to deliver events on-time and on-budget.

As the hours of work will fluctuate throughout the year depending upon the event preparation, the qualified person or organization should be prepared to adjust their schedules accordingly.

Information Requested

Interested candidates should submit a covering letter and resume describing relevant past experience.

As the contract requirements are subject to negotiation with the preferred candidate, the covering letter should indicate an approximate hourly value that they propose to charge for services rendered; this is not a binding quote and is only intended for the purposes of pre-qualifying candidates for further negotiations.

Candidates may include a list of value-added services that may enhance the delivery of community events.

Candidate Selection

The successful candidate will be selected on the basis of their demonstrated ability to meet the qualifications described above in accordance with budgetary constraints.

Time for Response

All responses must be received by Monday, March 14 at 2pm at Enderby City Hall, 619 Cliff Avenue. Responses will also be accepted by email at info@cityofenderby.com and by fax at 250-838-6007.

Terms and Conditions of this Request for Information

This Request for Information is not a call for tender. The City may reissue the Request for Information in its original or revised form and may choose to accept, reject, pre-qualify, or negotiate with candidates at its sole discretion. The City is not responsible for any costs incurred by the respondent in the preparation of a response to this Request for Information, or by reason of the acceptance, rejection, or delay in awarding the work, or the cancellation of this Request for Information. By responding to this Request for Information, the respondent affirms that they have read and understand this document.