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April 8, 2024

Request for Proposals (RFP)
Event Coordination
Honolulu Pride 2024

The Hawai'i LGBT Legacy Foundation produces Honolulu Pride, hosts the LGBTQ+ Center Honolulu and creates educational programs that inform and empower Hawai'i's LGBTQIA+ community. We also provide financial and in-kind support to organizations addressing social, health and economic inequalities in our communities.

In line with our commitment to excellence, the Hawai'i LGBT Legacy Foundation is seeking an Event Coordination Team to partner with us for the upcoming Honolulu Pride 2024 event on October 19, 2024 at the Waikiki Shell. The selected vendor will play a pivotal role in ensuring the success of our event by providing comprehensive event planning services.

- Collaborating closely with the Pride Committee to achieve the event's vision through timeline building, vendor communication, floor plan execution, and day of event planning.
- Securing appropriate staffing required to execute the event.
- Managing permits, contracts, and agreements with vendors in a proficient manner.
- Cultivating positive relationships with community organizations.
- Assisting in vendor communications at the start of contract.
- Working with the volunteer chair in recruiting, training, and effectively managing volunteers for diverse roles.
- Ensuring an environment of inclusivity and warmth for the LGBTQ+ community.
- Conducting a comprehensive post-event evaluation, keenly analyzing successes and areas for enhancement.

The selected Event Coordinator must be available to be onsite on October 17-20, 2024, to oversee setup, breakdown, and the event itself. They should also be accessible for walkthroughs with the planning team.

They are responsible to oversee any final payments required in collaboration with the accounting team.

Working closely alongside the festival chair, they will contribute to crafting timelines and establishing task due dates.



They will be joining the project at the three-month mark and will serve as the vendor liaison both three months prior to the event and on the day of. Additionally, they will assist with sponsor inquiries and needs.

A minimum of 10 staff members must be available on the day of the event to provide comprehensive support throughout.

Qualified vendors are invited to submit proposals, outlining their experience, capabilities, and a comprehensive plan for fulfilling the requirements of Honolulu Pride 2024 by **May 8, 2024**. Please include proposed pricing and relevant references.

The selection of the vendor will be based on overall qualifications, budget alignment, enthusiasm, and alignment with the values of our organization. We eagerly anticipate reviewing your proposals. For further inquiries or information, please email Executive Director, Randy Soriano, at RandyS@hawaiilgbtlegacy.com.

Thank you for considering this opportunity to contribute to the success of Honolulu Pride 2024. We look forward to a fruitful collaboration.