



Intent to Bid Form

Filberg Heritage Lodge and Park Association – Filberg Festival RFP

The Filberg Heritage Lodge and Park Association (FHLPA) seeks to retain an experienced event management services company to produce the 4-day Filberg Festival, held on BC Day Weekend on the grounds of Filberg Park, as the lead representative for all festival management activities. Proponents will be invited to bid on all components of the requirements for producing a successful festival. All sub-contractors responsible for individual roles will report to and be the responsibility of the successful Festival Producer. The details and roles listed here are not exhaustive, but a high level of focus.

Filberg Festival, historically, is a well established, juried arts and crafts festival that also features a stellar music programme and excellent food. It is the primary fund-raiser for the Filberg Heritage Lodge and Park Association (FHLPA) with volunteer involvement being paramount to it's success. The position will report to the Executive Director (ED) of the FHLPA and is supported by Lodge staff involvement. The position will use excellent organizational and interpersonal skills to deliver within budget all aspects of the 2020 Filberg Festival. These include; engagement and selection of artisans, engagement of musical entertainment, selection of food vendors, marketing promotions, sponsorship contracts, management of human resources, and the production of the Festival programme along with an opportunity for innovative paths forward.

Calling for RFPs. Full information package available at www.filberg.com

I/We intend to bid for the following components and by submitting this form will be included in all related Q&A and all amendments to the request for proposal:

Primary Role:

- Budget, cash flow and financial management
- Ensure the execution of all event logistics and infrastructure requirements through firm or sub-contractors
- Creation of and adherence to a critical path for all events
- Ensure timely and regular communications with the FHLPA
- Development and implementation of a marketing plan and plan to obtain sponsorship
- Vendor selection and management of artisans, entertainment and food

Secondary Role:

- Site plan development in accordance with event infrastructure needs
- Ideas to increase attendance
- Related rental management and implementation
- Supporting site planning and set-up coordination
- Ensure all those involved are provided timely and relevant information



I/We the undersigned duly authorized representative of the Proponent, intend to respond to the FHLPA request for proposals for the 2020/2021 Filberg Festival. Further, by signing it is understood that Q&A will be distributed in the form of an addendum.

Signature of Authorized Signatory

Print Name and Position of Signatory

Please send completed form via email to lodge@filberg.com with **ff2020intent** in the subject line.

Closing Date for Intent to Bid **July 5, 2019**