



## **Part-Time Fundraising Event Planner Contract Scope of Work**

TCAA seeks an experienced fundraising event planner to assist our team on a contractual basis with planning and implementing up to two annual events. These events are designed to raise awareness of our mission and engage attendees in supporting our work. Events will take place in Tempe, Arizona. The scope of work includes but is not limited to project management; securing vendors and rentals, AV, lighting, and other items needed for the event(s); handling permits; developing run of show and scripts; and other related tasks to produce memorable experiences for attendees.

### **I. Scope of Services**

- Work with staff to establish and modify (as needed) a project timeline from concept to completion of project; ensure event planning tasks are completed on time
- Coordinate and manage event logistics which may include vendors, contracts, city and liquor permits, technology, entertainment, food, etc.. This may include identifying, securing bids from, and recommending appropriate vendors.
- Monitor the event budget and expenses while ensuring they are within budget parameters, obtaining staff approval prior to making any purchases on behalf of TCAA
- Co-facilitate, prepare reports, and record minutes at planning team meetings
- Assist in securing event sponsors, vendors, and in-kind partners. Ensure vendors and participating restaurants hold to schedules for set up and production. Maintain communications with partners and vendors in need of timeline information (catering for timing of service, AV for stage production and AV projections, etc.)
- Prepare site plan and identify and secure rentals needed including but not limited to technology, sound and lighting
- Organize and attend pre-event site visits
- Assist staff in developing event run of show and script(s)
- May serve as liaison to guest speakers and assist with timing, role, scripting, visual aids, etc.
- Assist in planning the physical layout of the event with venue and vendors to maintain the integrity for the event as defined by staff or committee
- Be mindful that changes are anticipated and will be addressed on a case-by-case basis
- Coordinate and stage the production of the event
- Handle post-event returning of items, debriefing and reporting
- Recommend best practices and new trends for fundraising events, including strategies aligned with TCAA's diversity, inclusion, access, and equity policy

### **II. Scheduled Events**

The following fundraising events are scheduled to take place in Tempe, Arizona.

- April 5, 2024: Signature Fundraising Event, with expected attendance of 375.
- Date TBD: Annual Breakfast Fundraising Event, with expected attendance of 125

**If interested, forward a current resume or letter of interest outlining qualifications, nonprofit event experience, and fee(s) to perform the scope of work functions to Deborah Arteaga, CEO ([deboraha@tempeaction.org](mailto:deboraha@tempeaction.org)).**