



Event Planning Requirements

National Black Law Students Association
2013-2014 National Executive Board

1. Overview

The National Black Law Students Association (NBLSA) was founded in 1968 at New York University School of Law. NBLSA was created to articulate and promote the professional needs and goals of Black law students, foster and encourage professional competence, and focus upon the relationship of the Black attorney to the American legal structure.

Today, NBLSA is comprised of over 200 chapters and is the largest student-run organization in the United States. NBLSA chapters represent over 6,000 members and are organized into six regions – Northeast, Mid-Atlantic, Southern, Midwest, Rocky Mountain and Western Region.

1.1 National Events

National Convention. The National Convention is NBLSA's premiere event. Approximately 800 attendees will participate in panels, workshops, competitions, and general plenary sessions. This event is slated for March 12-16, 2014 in Milwaukee, WI. A Convention Committee will organize the Convention's theme and will be comprised of NBLSA National Executive Board Members.

National Board Meetings. In addition to the National Convention, the National Board, made up of more than 50 people, holds Board Meetings throughout the year. The Board is joined by the six regional boards in June and local chapter presidents in September, increasing attendance for those meetings to 100-150 people each. Board meetings are scheduled as follows:

Purpose	Dates	Location	Expected Attendance
Joint Board Meeting	June 14 – June 16, 2013	Dallas, TX	~150
NBA Convention	July 27 – August 1, 2013	Miami, FL	~30
CBC Weekend	September 19 – September 22, 2013	Washington, DC	~100
Board Meeting	November 8 – November 10, 2013	Newark, NJ	~30
Board Meeting	January 17 – January 19, 2013	Sacramento, CA	~30

1.2 Regional Events

Regional Conventions. NBLSA's six regions each host an annual convention. They mirror the national convention, albeit on a smaller scale.

Purpose	Dates	Location
Rocky Mountain Region	January 8 – January 12, 2014	Austin, TX
Western Region	January 15 – January 19, 2014	Sacramento, CA
Northeast Region	January 22 – January 26, 2014	Albany, NY
Midwest Region	January 29 – February 2, 2014	Minneapolis, MN
Mid-Atlantic Region	February 5 – February 9, 2014	Portsmouth, VA
Southern Region	February 12 – February 16, 2014	Jacksonville, FL

2. Request for Proposal

NBLSA requests proposals from experienced event planner(s) to organize and manage the 2014 National Conference and facilitate site selections for other National and Regional Events.

The event planner will lead site selection and contract negotiation efforts for the National Convention and National Events. NBLSA would also like to explore the possibility of a global sales agreement, which incorporates site selection for the aforementioned National Convention, National Board Meetings, Regional Conventions and Regional Job Fairs. Our goal is to have a global agreement, securing all sites, no later than July 1, 2013.

The event planner will also function as the organizational and supervisory lead for the National Convention. The event planner is the critical resource responsible for ensuring a positive convention experience for members as well as speakers, sponsors, and other dignitaries. The event planner will work with the Convention Committee and will hire and direct other contractors and volunteers.

Careful and comprehensive attention to detail, superior written and interpersonal skills, and prior conference/convention planning experience are essential for this role.

3. Scope of Work

3.1 Coordination of Vendor Request for Proposal (RFP)

The Event Planner will:

- work with the National Chair and Regional Chairs to develop a detailed request for proposal (RFP) within three weeks of contract signing;
- oversee RFP dissemination and response submission;
- determine RFP finalists for the National and Regional Chairs' site visits; and
- conduct contract negotiations with RFP finalists.

Please note that NBLSA's legal counsel will conduct a separate contract review prior to signing.

3.2 Financial Management Services

The Event Planner will:

- work with the National Chair and Regional Chairs to develop a detailed budget and project timeline;
- notify the National Chair of any budget modification;
- identify potential sponsorship partners among vendors and give direction on vendor sponsorship solicitation; and
- request proposals for materials and services (e.g., A/V, décor, .etc) to ensure competitive rates are obtained.

3.3 Communication and Information Management Services

The Event Planner will:

- serve as the point-of-contact for the duration of Convention;
- manage the information flow between NBLSA and its presenters, speakers, scholarship recipients, and other dignitaries;
- work with the Convention Committee to develop a timeline for the dissemination of key information and materials;
- work with the Convention Committee to design and produce Convention marketing materials and the Convention Agenda;
- oversee the development, production, and distribution of conference brochures and on-site materials; and
- coordinate with NBLSA to target local and national media.

3.4 Logistics Management Services

The Event Planner will:

- oversee accommodations arrangements for speakers, sponsors, and other dignitaries;
- oversee management of hotel room block(s) and negotiate changes as needed;
- manage hotel/convention center function space grid;
- manage all host hotel communication including development of an event production schedule;
- provide guidance on food and beverage orders and review all host hotel banquet orders to ensure accuracy;
- assist in the management and development of all evening social events;
- secure and supervise volunteer staff to assist with onsite registration;
- oversee career fair and sponsor exhibit setup;
- produce customized delegate badges, event tickets;
- audit conference billing from the hotel and all outside vendors;
- negotiate post-event concessions as needed; and
- provide consolidated billing of all conference expenses.

3.5 Payment Schedule

NBLSA requests the following payment schedule:

Contracted Amount %	Due Date
20%	Upon Signing
30%	August 1, 2013
30%	January 1, 2014
20%	April 1, 2014

3.6 Event Planner Availability

The Event Planner must be able to start work immediately upon signing and NBLSA's compliance with any applicable payment terms. S/he must also be available to provide periodic updates to the National Executive Board.

4. Proposal Guidelines

4.1 Submission Requirements

Submissions should not exceed ten (10) pages and must include but are not limited to the following components:

- Sample Work Product: Sample workplan and/or critical path describing the general approach or development strategy, activity plans, and explanations of how the RFP requirements will be achieved;
- Related Project Narratives: Description of the Event Planner's work in related areas;
- Team profile: An overview of the team's services and relevant experience;
- Team references: Three relevant references that denote the client name, contact person, phone number, project description, project duration and results; and
- Project Cost Projection: A comprehensive breakdown of the costs associated with the project (e.g., labor, equipment, materials/supplies, subcontracts and assignments, travel, taxes and incidentals). It is anticipated that the fees for site selection, planning and management of this conference will not exceed \$30,000.00

If necessary, sample work product may be incorporated as a supplement to the RFP response and will not count towards the page limit.

4.2 Submission Logistics

Respondents should submit an electronic copy of their proposal to:

Victoria Walker
National Black Law Students Association (NBLSA)
Mid-Atlantic Chair & National Chair-Elect
walvic13@gmail.com