

Dudley Street Neighborhood Initiative Request for Proposals Event Planning Services

Overview

Dudley Street Neighborhood Initiative (DSNI) is a community-based planning/organizing entity in the Roxbury/North Dorchester neighborhoods of Boston. DSNI's approach to revitalization is centered on empowering residents to lead a multi-stakeholder collaborative in achieving a shared vision. *Our mission is to empower Dudley residents to organize, plan for, create and control a vibrant, diverse and high quality neighborhood in collaboration with community partners.*

DSNI was formed when residents of the Dudley Street area came together out of fear and anger to revive their neighborhood that was nearly devastated by arson, disinvestment, neglect and redlining practices, and to protect it from outside speculators. DSNI is the only nonprofit in the country that has eminent domain authority over abandoned land, which we have used to develop over 400 units of affordable housing on a land trust still owned/operated by the Dudley residents.

Our vision of the urban village has evolved; today it's captured in the concept of the community-as-campus: the Dudley Village Campus (DVC). We are focused on improving educational options and outcomes for Dudley's children, and the plan for the DVC includes building a vital mix of institutional infrastructure, educational and cultural opportunities, economic vitality, and supportive relationships as part and parcel. Our work in building the DVC is supported by a federal Promise Neighborhood grant from the US Department of Education, one of only seven awarded nationwide in 2012.

2014 marks DSNI's 30th anniversary year. In celebration of our thirty years of work in community building and transformation and as a platform for the next thirty years, we plan to celebrate the anniversary throughout the year, using our regular annual events (Open House, Annual Meeting, Multicultural Festival) as well as special events (a premier of a new documentary featuring our work and people behind that work in the community, a "homecoming" event to celebrate community leaders who have moved on, and the development of community celebrations in other ways.

Current Capacity Needs

DSNI has a \$2M annual budget, and a full time staff of 18, all of whom work collaboratively on organizing events and raising resources. However, current projects have pushed staff to full capacity and beyond. Consequently, the organization is seeking proposals from individuals, consulting groups or companies who can provide event-planning services for the 30th anniversary year and all of the events planned as part of

the celebration, including related/integrated fundraising, community organizing and friend-raising.

Scope of Work

There are seven major events planned for 2014's celebration (all subject to change):

- 1) Gaining Ground Premiere (community event) – Date TBD
- 2) Gaining Ground Gala (black tie fundraising event) – TBD, likely Winter, 2014
- 3) DSNI Homecoming (celebration of leaders: past, present and future) – TBD, likely Spring, 2014
- 4) DSNI Open House – January, 2014
- 5) DSNI Annual Meeting - June, 2014
- 6) DSNI Multicultural Festival – August, 2014
- 7) Other event, TBD likely Fall, 2014

For each of the seven major events planned for 2014, the Events Planner will be expected to:

Work with staff teams to:

- 1) Organize, perform and manage tasks necessary to support DSNI, and its staff, board and volunteers, to establish and meet event goals, requirements and objectives
- 2) Procure competitive quotes from area venues available to host the event.
- 3) Develop a list of available venues sorted by price and proximity to assist in DSNI Senior Staff in final selection of venues.
- 4) Negotiate contract terms with selected venues subject to final approval by DSNI Executive Director (ED).
- 5) Create and manage invitation lists, RSVP lists; capturing all contacts for future lists and working with the DSNI resource development team to keep contact, registration, invitation, etc. lists organized.
- 6) Create systems for event management tasks that can be used by other staff.
- 7) Train staff, including youth, on tasks related to event planning and management, increasing organizational capacity to do this work

Budget

Prospective vendors should submit a detailed budget for the cost of providing services as outlined above.

References

Please submit three references from clients/customers for whom you/your company have provided similar services.

Other Company Information

Please indicate how long you have been in the event planning business, and other information on your company's stability, tenure of the vendor team, customer return rate, and/or any other information which may help us to understand your fit as a business partner.

Please submit questions, qualifications and/or proposals before November 15 to Liz O'Connor, Director of Resource Development at loconnor@dsni.org.