

Voices for Justice Annual Fundraiser Request for Proposal

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Purpose: Human Rights Watch Chicago is seeking requests for proposal to provide event planning, coordination and leadership for the organization's largest annual fundraising event, our Voices for Justice Dinner. By hiring an event management company to manage the logistics of the dinner, we seek to free up staff and committee member resources in order to raise more money.

Background: Human Rights Watch Chicago's "Voices for Justice" Dinner is the organization's signature fundraiser that takes place in early November each year. The event has a strong global presence – taking place in 21 other cities worldwide in the fall and spring – and programming and material development are centrally controlled through our New York headquarters.

The dinner is the one and only time each year that our organization asks our donor base for money, making it imperative that the event goes smoothly. In addition, we are continually known as an organization that appreciates our donors' time– meaning our programming runs like clockwork, and guests are leaving by 8:00 PM.

Last year was a record-setting year both in terms of attendance (600 attendees) and funds raised (~\$1.1 MM). This year marks the event's 10th anniversary in Chicago, and will be held at the Radisson Blu Aqua on November 5, 2014.

Information Requests: Our intent would be to utilize your services in order to plan, coordinate and carry out the logistics for the entire dinner event, working closely with a staff member on our team. At minimum, the proposal should address the following items, if applicable:

1. Background and experience with similar events. Specific examples are preferred, e.g., funds raised at events, type of event(s)
2. Services available for event preparation (e.g., logistics, coordinating corporate sponsorship packages, manage mailing lists); mailings (e.g., coordination of production, printing, and mailing of all event-related materials; event management (e.g., registration, onsite set-up and take-down, manage volunteers and staff, manage technical production of show); and post-event.
3. References, including contact information, of at least two (2) similar events.
4. If coordinating other events in the Chicago area, please address any conflict of interest related to the other events and how you plan to address this.

Deadline: Proposals should be received to the Human Rights Watch Chicago office no later than **March 10, 2014**. We have a committee co-chair meeting on March 12, and will review all applications. Together, our office staff and committee co-chairs will make a decision and notification of selection will be sent out no later than March 21, 2014. If there is any concern with this timeline, please contact us as soon as possible.

Submission Details: Please provide an electronic copy of the proposal to corrie.leech@hrw.org.

Contact Information: Questions are welcome and can be directed to Corrie Leech, Officer – 312.828.1675 or corrie.leech@hrw.org.