



**REQUEST FOR PROPOSAL: EVENT/CONFERENCE PLANNER**  
**FAQs**  
**(As of March 10, 2026)**

**Event Structure & Programming**

- Are you open to a partnership for the summit- combining events or a multi-org event?  
Yes, we would consider that approach.
- Will the Summit include an exhibition component?  
No
- If booths were utilized in past conferences, how many booths?  
NA
- Sponsorship target dollar amount, categories/tiers, and fulfillment expectations?  
TBD
- Will any programming or social events take place off-site beside dinner/reception, or will all components be at a single venue?  
TBD, but assuming available space, single venue.
- Is there a more detailed agenda by day available currently or previous agenda of the past?  
No
- Will continuing education (CE/CME/CEU) credits be offered, and for what professions?  
No
- Will the Event Planner be expected to contribute to educational program development or only logistics?  
Planner will be expected to weigh in on content flow, length, etc., but not literal content

- How many speakers are anticipated, and will you be using a call-for-presentations process?  
TBD
- Who is responsible for selecting and contracting speakers?  
TBD, but likely a shared responsibility between planner and BCHC staff

### **Attendees & Volunteers**

- Can you provide additional detail on the expected attendee demographics or professional makeup?  
The summit will draw from BCHC's membership, 36 big city health departments, as well as partners in the public health and ancillary fields. Pre/Post sessions will be a slightly more specialized audience from which we draw.
- Is there a volunteer component planned, and if so, would volunteer recruitment/management be part of our scope?  
No
- If volunteers are used, how many should be anticipated?  
NA

### **Marketing & Communications**

- What marketing resources will BCHC provide (logos, photography, video, event branding guidelines)?  
BCHC will take the lead on logos and branding. Planner and BCHC staff will collaborate on other assets.
- Does BCHC have a contact database available for conference marketing? If so, how large and what types of contacts are included?  
BCHC does have contacts database for marketing, which would certainly serve as the core audience/starting point for outreach
- Does BCHC use any specific marketing platforms or software?  
No
- Does BCHC have active social media accounts, and on which platforms is BCHC most active?  
Yes. We are most active on LinkedIn.

### **Registration & Technology**

- Does BCHC have a preferred registration software, or should the Event Planner propose options?

Planner should propose options and include in budget.

- Are registration categories, pricing, key dates, and any optional/add-on fees available as of yet?

No.

### **On-Site Operations**

- What type of attendee and/or exhibitor badging is preferred?

Open to suggestions.

- Will printed materials be needed onsite, or will materials be distributed digitally?

TBD

- Has BCHC utilized a drayage company, decorator, or both in the past?

No.

- Will any sessions be live-streamed or recorded? Post-event video deliverables needed?

Likely no live-streaming; perhaps some recording or post-event video.

### **Budget**

- Could you please share the budget range that BCHC has allocated for the event management contract? This will help us tailor our proposal to your expectations and ensure alignment with your financial parameters.

There is no one budget number as we are still raising funds and are in the early stages of planning. That said, we imagine a minimum contract of \$100K, but likely more.