



REQUEST FOR PROPOSALS

Event Coordinator

About the Rhode Island Food Policy Council

The Rhode Island Food Policy Council (RIFPC) is an independent statewide network established in 2011 with a mission to promote a more equitable, accessible, economically vibrant, and environmentally sustainable food system. RIFPC is the only food policy council in Rhode Island. We convene, educate, and foster community-based advocacy that drives good food policy forward in order to achieve a just and resilient food system for all Rhode Islanders. We coordinate a statewide network of stakeholders representing all stages of the food chain – production, harvesting, processing, distribution, consumption, and waste management who catalyze high-impact partnerships, projects, and programs that address systemic and structural inequities. Our work centers equity and supports civic engagement, a critical component of a healthy democracy.

We operate with a small, all-hands-on-deck, collaborative professional staff, a broad network of engaged and diverse council members, and hundreds of stakeholders from across the Ocean State. More information about RIFPC can be found at www.rifoodcouncil.org.

Scope of Work

RIFPC seeks proposals up to \$10,000 for event planning and execution of four events that are central to the Council's annual advocacy and coalition building efforts:

- RIFPC Policy Retreat
 - September 8, 2025 10am-5pm
 - Location, caterer and guest list have been identified
 - RSVP/registration form has been developed
 - Invitation will be sent prior to start of contract
 - 65-80 anticipated attendees
 - Audience: RIFPC's broad network of food system advocates across Rhode Island
 - Purpose: Convene RIFPC's network to develop the Council's legislative priorities for the 2026 RI State Legislative Session
- Annual Farm Visit for Legislators
 - October 14, 2025, approximately 4pm-6pm
 - Location has been identified
 - 50 anticipated attendees

- Audience: State Representatives and State Senators, RIFPC board, select Network members
- Purpose: To introduce and familiarize RI state legislators with the Council's 2026 legislative priorities
- RIFPC Network Retreat
 - January 2026, date TBD
 - Location TBD
 - 65-80 anticipated attendees
 - Audience: RIFPC Work Group members and broader network membership
 - Purpose: To build community among network members and reinforce our shared commitment to and work towards a just and resilient Rhode Island food system
- Good Food Policy Day
 - Late March date TBD
 - Location: RI State House
 - 50 anticipated attendees
 - Audience: RI State legislators
 - Purpose: To engage legislators and network members in advocating for the Council's 2026 legislative priorities

For each event, the selected contractor will work closely with RIFPC's Associate Director for Network and other RIFPC staff to:

- Identify and reserve appropriate event space
- Coordinate with space owner in lead-up to the event
- Develop and execute food/refreshment plan
- Coordinate caterer, food delivery, etc in lead-up to and during the event
- Develop and manage guest lists
- Develop and manage RSVP/registration forms
- Develop communication/outreach/invitation plan and schedule
- Carry out targeted outreach to engage elected officials, state agency representatives and other VIPs
- Identify needed materials and supplies and coordinate supplies on day of event
- With RIFPC staff, develop event script/run of show
- Develop check-in system and staff check-in table day of event
- Partner with RIFPC staff on day-of event management and execution

- Develop and execute follow-up tasks, e.g. event close-out, organization of materials and supplies, participating in event debrief and evaluation, organizing “thank you” list, development of “lessons learned”

Additionally, the contractor will organize existing online RIFPC tools and documents, and by February, 2026 produce a document to function as Standard Operating Procedures/Instruction manual for future Council event planning.

Scope of work and/or contract length may be expanded if additional funds become available to RIFPC.

Requirements:

- Highly organized with experience leading relevant project or event management
- Fluency in Google workspace tools is necessary
- Familiarity with Basecamp is a plus

Proposals will be evaluated based on quality of the following required elements:

- Demonstration/description of relevant project and/or event management experience
- Demonstrated capacity to organize and execute projects of similar scale
- Anticipated schedule, work flow and time dedication for the period of August 17, 2025- April 17, 2026
- Detailed budget description, exclusive of rental costs, materials, supplies, food and other event expenses to be incurred by RIFPC directly

Submit proposals by August 8, 2025 via email to:

Rachel Newman Greene
Associate Director for Network
Rhode Island Food Policy Council
Rachel@rifoodcouncil.org

Please use subject line: Event Planning Proposal - [your name]

Please reach out to the above contact with any questions about scope, schedule or budget

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