



Act Resource  
Development

## YOUR NONPROFIT EVENT PLANNING PROPOSAL YOUR NONPROFIT

*Plan, implement, flourish!*

Busy Executive Director  
Your Nonprofit  
<http://www.yournonprofit.org/>  
Delivered via email: [busyed@yournonprofit.org](mailto:busyed@yournonprofit.org)

This proposal is from Act Resource Development to assist Your Nonprofit in the planning and execution the first annual Nonprofit Event.

The objectives:

### EVENT PLANNING:

- ☞ Develop Master Event Plan, including budget, calendar, contacts list and timeline.
- ☞ Assign tasks from timeline to Act Resource Development staff and/or members of Your Nonprofit with deadlines.
- ☞ Email status updates every other Friday for 9 - 3 months prior to event, weekly Friday updates for 3 months prior to event. (more if needed)
- ☞ Host twice-monthly conference calls with team in months 5 through 9 to discuss logistics, finalize budget, augment Event Timeline as information is gathered, develop potential sponsor list, contact and secure sponsors. Monthly call months 3 and 4 . Twice monthly month 2, weekly January month 1. (more if needed)
- ☞ In person meeting – as decided by client.

The Master Event Plan will track the following as decided by client:

Activities	Marketing - in conjunction with GoodWorks freebie
Attendee Application build	Master Event Plan/Project Timeline
Budget	Material Writing and Production
Communication- with venue, vendors, sponsors, attendees and committee	Negotiation on pricing
Contracts	Onsite Management
Decor - Design ideas - Procurement	Post Event Evaluation
Entertainment	Program Management
Food and Beverage	Registration
Gifts - Goody Bags/giveaways	Site Selection
Invitation Process	Vendor Selection and Management
List Management	Venue Relations
Maps	Volunteer Coordination

### Act Resource Development

Helping the small and emerging nonprofit fulfill missions in a big way!

[www.actresroucedevelopment.com](http://www.actresroucedevelopment.com)

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(908) 379 - 3322



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Dear Busy Executive Director –

It was a pleasure meeting you and learning more about your upcoming event . I project your event would best be executed with 10 months of planning. Once we develop the project plan we need to assign responsibilities. This will allow us to calculate how much work will be done by Act Resource Development and what will be assigned to staff and volunteers. Volunteers love to help with planning events and can save a lot of money if they have the right skills. I do think this event has great potential - and put Your Nonprofit on the map in a big way. We look forward to the opportunity to obtain multiple sponsors willing to support the cost of the event and work of the foundation. Please let us know if you have any questions or suggestions. We look forward to working together !

Here is my pricing based on the number of hours I estimate this event will take.

Year	Month	Hours/month	Rate	Total
2017	April	20	\$80.00	\$1,600.00
2017	May	28	\$80.00	\$2,240.00
2017	June	12	\$80.00	\$960.00
2017	July	12	\$80.00	\$960.00
2017	August	12	\$80.00	\$960.00
2017	September	48	\$80.00	\$3,840.00
2017	October	48	\$80.00	\$3,840.00
2017	November	48	\$80.00	\$3,840.00
2017	December	60	\$80.00	\$4,800.00
2018	January	80	\$80.00	\$6,400.00
2018	February	120	\$80.00	\$9,600.00
<b>TOTAL</b>		<b>488</b>		<b>\$39,040.00</b>
<b>DISCOUNT</b>				<b>(\$7,808.00)</b>
<b>EVENT PLANNING ESTIMATE</b>				<b>\$31,232.00</b>

Please let me know if you have any questions. We will bring the organizational skills needed to keep our team focused and make this the signature event your organization is looking for. Let’s schedule a time next week to talk.

Be well,  
Maggie Savoca  
*Chief Resource Developer*  
**Act Resource Development**

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