SOCIAL JUSTICE AND PEACE
THROUGH INTERFAITH
UNDERSTANDING AND COOPERATION

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PO Box 1221, Olympia WA 98507

Request for Proposal (RFP) for Event Planning Services

2027 Eye-to-Eye Fundraising Event
Event Date: February 27, 2027
Event Location: South Puget Sound Community College Student Union Building
Tentative Event Fundraising Goal: $75,000
Contractor fee: $4,000 flat rate for contract period
Estimated Guest Headcount: 200-250

Purpose
Interfaith Works is holding our annual fundraising celebration, Eye to Eye. We are seeking an experienced event planner that specializes in large, successful gala fundraising to support the overall project and execution of this event. The event will bring together IW supporters, including donors, sponsors, members of the network of faith communities, and community leaders, engage the Board and Staff Directors, our closest stakeholders, and partner providers.

Organization Overview
Interfaith Works (IW) is a nonprofit, social justice coalition of over 30 diverse faith-based communities and affiliated organizations working together to serve the community through charitable, social, and education endeavors. IW's primary areas of focus are Interfaith Relations and Homeless Services. Homeless Services exists to serve the immediate and long-term needs of individuals experiencing homelessness in Thurston County through shelter and peer support programming. Interfaith Relations fosters meaningful connections and collaboration within our interfaith network.

Project Background & Objectives
The annual "Eye to Eye" event is Interfaith Works' largest fundraising event of the year. The event brings together community partners, local leaders, donors, staff, and program participants for an evening of powerful storytelling, great food, community connection, and fundraising. The event is well branded and has many organizational foundations in place.

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Key Objectives for the 2027 Event:

- Fundraising: Raise vital operational funds to support Interfaith Works' programs.
- Storytelling & Engagement: Highlight impact stories from program participants, staff, and partner organizations.
- Event Excellence: Deliver a seamless, welcoming event atmosphere with high guest satisfaction.
- Community Growth: Deepen relationships with existing donors while expanding outreach to new local partners and sponsors.
- Appreciation: Complete meaningful post event appreciation for sponsors, guests, volunteers, and other contributors.

Scope of Work

The selected Event Planner will work in close coordination with the Interfaith Works leadership team and events committee. Responsibilities include:

General Project Management

- Lead point of contact for all event related needs for preparation, day of, and after the event. Expectation to be first in and last out on the day of the event.
- Plan and facilitate all events committee meetings including agenda preparation, scheduling, and follow up.
- Meetings are virtual and held on the second Thursday of each month with increasing frequency closer to the event from 4:30-6pm.

Venue & Vendor Management

- Coordinate with the venue for contracting, seating & floor plan, set up plan, AV, etc.
- Work with committee members and catering for contracting, menu planning, logistics.

Program & Event Logistics

- Develop a detailed event timeline and master run-of-show
- Together with IW staff oversee guest registration, seating, and day-of execution.

Fundraising & Auction Support

- Coordinate live appeal moments, raffle, or pledge collection alongside the fundraising events committee team.

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Marketing Support

- Work with multimedia and creative partners to ensure branding, sponsor recognition, promotional videos, and materials are integrated seamlessly.

Volunteer and Logistics Support

- Organize set up and break down plans.
- Organize volunteer and IW staff roles, routines and training plan.

Post Event Follow Up

- Wrap up any outstanding tasks.
- Supporting thank you efforts for volunteers and donors.
- Gathering feedback from events committee members.

Desired Qualifications

The ideal candidate will have:

- Proven experience in planning and executing a gala fundraising event of this size.
- Experience in fundraising and donor relations.
- Ability to work collaboratively with IW staff and stakeholders.
- Familiarity with the Thurston County event planning landscape, particularly with successful nonprofit fundraising.
- Strong project management skill and attention to detail.

Proposal Submission Requirements

Interested candidates or agencies should submit a proposal containing the following:

1. Executive Summary & Experience
    a. Overview of your background and experience planning non-profit fundraising events.
2. Proposed Approach & Timeline
    a. High-level strategy for managing logistics, vendor coordination, and day-of execution.
3. Fee Structure & Budget
    a. We plan to pay a flat rate of $4,000 for the contract period.
4. References
    a. Contact details for 2–3 previous non-profit or community event clients.

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Selection Timeline

Milestone	Target Date
RFP Issuance Date	October 22, 2026
Questions Deadline	October 29, 2026
Proposal Submission Deadline	November 9, 2026
Interviews & Selection	Mid-November 2026
Contract Start Date	December 1, 2026
Contract End Date	Mid March, 2027

Submission Instructions
Please submit your completed proposal in PDF format to office@interfaith-works.org by November 9, 2026, at 5:00 PM PST.