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February 12, 2025

## **Request for Proposals (RFP) – Event Coordination**

Hawai'i LGBT Legacy Foundation – Rainbow Film Festival 2025

The Hawai'i LGBT Legacy Foundation is seeking an Event Coordination Team to support the upcoming Rainbow Film Festival 2025, taking place June 27-29, 2025. This festival is a key initiative in our mission to uplift and empower Hawai'i's LGBTQIA+ community, providing a space for storytelling, representation, and connection.

We are looking for a qualified event coordination team to ensure the seamless execution of the festival. The selected vendor will be responsible for logistics, vendor coordination, event flow, and on-site execution, while aligning with the mission and values of the Hawai'i LGBT Legacy Foundation.

### **Scope of Work**

The Event Coordinator will be responsible for the following:

- Pre-Event Planning & Coordination
- Collaborate with the Festival Committee to establish an efficient event timeline, ensuring all deliverables are met
- Secure and manage vendors, sponsors, and partners, serving as the primary point of contact for logistics
- Assist with contract negotiations, agreements, and permits, ensuring compliance with all necessary requirements
- Work with the volunteer coordinator to recruit, train, and oversee volunteers for various event-day roles
- Oversee floor plan development, ensuring optimal layout for screenings, receptions, and festival programming
- Assist in sponsor communications and ensure sponsor needs are met
- On-Site Execution (June 27-29, 2025)
- Provide a minimum of four (4) event staff to assist with festival execution
- Oversee event setup, breakdown, and overall logistics for all festival venues
- Serve as the primary liaison for vendors, sponsors, and event partners
- Ensure smooth guest flow, check-in procedures, and overall festival experience
- Coordinate with the technical and production teams to ensure seamless film screenings and event programming
- Troubleshoot and resolve any day-of-event challenges
- Post-Event Responsibilities
- Conduct a comprehensive post-event evaluation, identifying successes and areas for improvement

- Ensure any final payments and reconciliations are completed in collaboration with the accounting team
- Provide a wrap-up report outlining key learnings and recommendations for future events

### **Budget & Requirements**

- Budget Cap: \$3,500 (proposals exceeding this amount will not be considered)
- Event dates: June 27-29, 2025
- Budget cap is for the coordination team and not for vendors utilized
- Vendor must provide a minimum of 4 event staff on-site for festival execution
- Vendor must be available for walkthroughs and planning meetings leading up to the event

### **Proposal Submission Details**

Qualified vendors are invited to submit a detailed proposal outlining their experience, capabilities, and event coordination approach for the Rainbow Film Festival 2025.

Please include:

- A comprehensive execution plan based on the scope of work
- Pricing breakdown
- Examples of previous events coordinated
- At least two references

### **Submission Deadline**

All proposals must be submitted no later than February 21, 2025, at 4:00 PM HST.

### **Selection Criteria**

The chosen vendor will be selected based on:

- Overall qualifications and experience
- Budget alignment and ability to work within the event's financial parameters
- Understanding of LGBTQIA+ community needs and alignment with the foundation's mission
- Creativity, problem-solving skills, and professionalism

For questions or further details, please contact Executive Director, Randy Soriano, at [RandyS@hawaiiigbtlegacy.com](mailto:RandyS@hawaiiigbtlegacy.com).

Mahalo for your interest in supporting the Rainbow Film Festival 2025—we look forward to your proposals and to working together to create a meaningful and impactful event!