



CONNECTIONS | CAREERS | COMMUNITY

<sup>®</sup>  
**EWI REQUEST FOR PROPOSAL**  
**Leadership Conference & Annual Meeting**

**All proposals must be post marked or submitted electronically NO LATER THAN July 23, 2010.  
Contracts will be awarded by August 7, 2010.**

**Company Name and Contact**

Please include a cover sheet as the first page of your proposal. This cover sheet should include:

- Company Name
- Company Address
- Name and title of company owner
- Phone and fax number(s) of the company
- Name of the primary company contact for this proposal
- Phone and fax number(s) of the primary company contact for this proposal
- E-mail address of the primary company contact for this proposal
- Agreement Statement (see next paragraph)

**Agreement Statement**

Please include on the cover or second sheet of your proposal a statement that you have read all the specifications and conditions of this proposal, agree to all terms, conditions, and provisions and are currently licensed to do business within the United States for the service you will provide to EWI.

**General Company Information**

- 1 Name and address of company's main office and branch office(s)
- 2 Year established  
List of current clients, including the duration of each relationship, and indicate any possible client conflicts that may arise if awarded this contract
- 3 Details and dates of work previously done for or on behalf of EWI (*if applicable*)

**Project Specific Information**

- 1 List the names of all team members who will be assigned this project.
- 2 Describe a similar project/event that your company has completed (*include primary team members, project specific, dates, and results*).

**Other Information**

- 1 Aside from the financial gain of this account, why do you want to be selected for this project?
- 2 Please attach three reference contacts – name, phone number, projects completed.



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## **EWI<sup>®</sup> Request for Proposal *Photography***

### **Description of Needs**

EWI seeks photography service throughout our events Tuesday, September 21st through Saturday, September 25th, 2010 at the Kansas City Marriott Hotel (see attached schedule) to capture:

- Candid shots of each session and events
- Photograph speakers and entertainment
- Headshots and formal group pictures

Photographer is to provide digital copies of all pictures to EWI as well as make them available for purchase to EWI members. EWI will not be selling or making available any pictures to its members but will use them in communications and promotional materials. EWI will give credit to photographer/company for photos used where appropriate.

EWI will cover the expense of one standard room for the duration of the conference through our room block and include all scheduled meal functions normally scheduled for the conference. Other company/personal expenses are the responsibility of the photographer/company.

### **Vendor Questions**

- 1 Include in your quote, what other costs you foresee.
- 2 Please describe your process of ordering photos for post event.
- 3 What is your ideal situation for interfacing with EWI staff during the event?
- 4 Please itemize and detail your cost proposal as appropriate.
- 5 Attendance will be approximately 400 persons (mostly female)

### **Evaluation of Proposals**

Proposals will be reviewed by the Executive Committee and staff of EWI. Proposals will be judged on quality, creativity, integrity to EWI values, and alignment with budget.

### **Due Date**

All proposals must be post marked or submitted electronically NO LATER THAN July 23rd, 2010. Contract will be awarded by August 7th, 2010.

### **Questions**

Contact Wayne Jones at 801.566.3802 or [wjones@associationsutah.com](mailto:wjones@associationsutah.com)



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## LCAM Schedule of Events

### Tuesday, Sept. 21, 2010

6:00 pm – 11:00 pm      Presidents Caucus Dinner & Reception  
Off site

### Wednesday, Sept. 22, 2010

8:00 am – 8:45 am      Continental Breakfast  
9:00 am - 12:00 pm      Presidents Caucus – Back to Basics  
12:00 pm - 1:00 pm      Presidents Caucus Luncheon

### Thursday, Sept. 23, 2010

7:00 am - 5:00 pm      Registration - Information Desk - Merchandise Shoppe Open  
8:00 am - 8:45 am      Continental Breakfast  
9:00 am - 11:30am      Academy of Leadership  
Anna Liotta - Professional & Volunteer Leadership Module  
Jane Hight McMurry - Alternate Module  
Mimi Donaldson - Alumni Experience Module  
Noon - 1:30 pm      Reading Rally Lunch  
2:00 pm - 4:00 pm      Academy of Leadership Cont'd  
(Alumni-Off-Site)  
4:00 pm - 6:00 pm      EWI Expo Hall Open  
6:00 pm - 7:00 pm      2009-2010 President's Reception & General Reception  
7:00 pm - 9:00 pm      Opening Gala Dinner

### Friday, Sept. 24, 2010

6:30 am - 5:00 pm      Registration - Information Desk - Merchandise Shoppe Open  
7:00 am - 8:00 am      Keynote Breakfast  
8:00 am - 9:00 am      Keynote Speaker: Daryn Kagan  
9:15 am - 10:45 am      Educational Tracks:

- Cathy Holloway Hill
- Deborah Rinner - Tero International
- John Wagner

11:00 am - 12:15 am      Chapter Chat  
12:30 pm - 2:15 pm      Scholarship Lunch  
2:30 pm - 4:15 pm      Educational Tracks (Continues)  
4:00 pm - 7:00 pm      EWI Expo Hall Open  
4:30 pm - 5:30 pm      Training: Time Keepers, Credentials Committee  
5:30 pm - 6:30 pm      Orientation for Delegates and Alternates  
or Dinner/Tours/Shopping on Members Own



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## Saturday, Sept. 25, 2010

7:00 am - 7:45 am	Delegate/Alternate Sign In & Continental Breakfast
7:00 am - 10:00 am	Registration-Information Desk Open/KC Concierge
8:00 am - 8:10 am	Color Guard Opens Annual Meeting
8:10 am - 9:10 am	Delegate Session
9:30 am - Noon 63rd	Annual Meeting: Address from 2009-2010 Corporate Board President Installation of 2010-2011 Corporate Board of Directors
12:30 pm - 2:00 pm	Continuation of Annual Meeting (if needed)
1:30 pm - 4:30 pm	Tours/Shopping on members own
5:00 pm - 7:00 pm	Chapter Photos
6:15 pm - 7:00 pm	General Reception/Hosted by 2010-2011 Board of Directors
7:15 pm - 9:15 pm	Closing Gala Dinner: Address from 2010-2011 Corporate Board President 2011 LCAM City Promotion
9:15 pm - Midnight	LCAM After Party