TSARTLIP FIRST NATION

Our vision is to honour the past, while moving forward and creating opportunities for our future generations.

Request for Proposal (RFP)

Event Coordinator Services – Tsartlip Day 2026

Issued By: Tsartlip
Event Date: tentatively July 31, 2026 (To be confirmed)
Proposal Submission Deadline: [June 1, 2026}
Contact Email: projectcoordinator@tsartlip.com

1. Introduction

The Tsartlip is seeking proposals from qualified individuals or organizations to provide event coordination and planning services for **Tsartlip Day 2026**, a full-day community celebration taking place on **July 31, 2026**.

This event is intended to bring together community members of all ages through recreation, cultural activities, family entertainment, food, and community connection. The event will take place at 1 Boat Ramp Road in Brentwood Bay, BC (soccer field) and there is beach / ocean access at the site as well. The selected Event Coordinator will work closely with a planning committee made up of Council members and community representatives to develop and deliver a successful and engaging event.

Preference will be given to proponents with experience coordinating large-scale community events, particularly within First Nation communities.

2. Event Overview

Tsartlip Day 2026 is envisioned as a fun, inclusive, family-oriented community event that may include activities such as:

- Parade
- One-mile running race
- Thread the needle race
- 3-legged races
- Sports and field tournaments/games
- Children's activities and inflatable castles
- Food services and community meals
- Water and snack stations

- Photo booths
- Entertainment and cultural activities
- Additional activities determined through committee meetings / engagement

The final scope and schedule of the event will be developed collaboratively between the successful proponent and the event planning committee.

3. Scope of Work

The successful Event Coordinator will be responsible for overall planning, coordination, and execution support for WJOŁEŁP Day 2026, including but not limited to:

Planning & Coordination

- Organize, attend and record minutes/action items for approximately 4–5 planning committee meetings
- Work collaboratively with Council members and community representatives
- Assist with development of event schedule and site layout
- Coordinate logistics and timelines

Event Development

- Help determine and organize activities and programming
- Coordinate vendors, contractors, and service providers
- Assist with permits, insurance requirements, and safety planning if required
- Coordinate food, refreshments, and participant amenities

Operations & Logistics

- Coordinate setup and takedown activities
- Organize equipment rentals and event supplies
- Support volunteer coordination if applicable
- Ensure effective communication among all event partners

Day-of Event Support

- Provide on-site event management and coordination
- Troubleshoot operational issues during the event
- Ensure activities run smoothly and on schedule

Development of Budget

- Preparation of budget for the event
- Preparing payment requisitions for payments to vendors/ contractors etc.

4. Proposal Requirements

Interested proponents are requested to submit a proposal that includes:

1. **Company or Individual Profile**
    - Background and experience
    - Relevant experience with community events
    - Experience working with First Nation communities (if applicable)
2. **Approach to the Project**
    - Proposed planning and coordination approach
    - Understanding of the event vision
3. **Work Plan & Timeline**
    - Key milestones and planning process
4. **Budget & Fee Proposal**
    - Detailed pricing breakdown
    - Estimated hours and rates
    - Inclusion of attendance at approximately 4–5 committee meetings
    - Any additional anticipated costs
5. **References**
    - At least 2 references from similar projects or events

5. Evaluation Criteria

Proposals may be evaluated based on:

- Relevant event coordination experience
- Experience working with First Nation communities
- Quality and completeness of proposal
- Proposed approach and understanding of the project
- Cost and overall value
- References

6. Submission Information

Please submit proposals electronically to:

projectcoordinator@tsartlip.com

Subject Line:
RFP Submission – Tsartlip Day 2026 Event Coordinator

7. Additional Information

Tsartlip Community reserves the right to:

- Accept or reject any proposal
- Request additional information from proponents
- Modify the scope of work as required
- Not necessarily accept the lowest-priced proposal

We thank all proponents for their interest in supporting Tsartlip Day 2026 and look forward to reviewing submissions.