

# Request for Proposals (RFP) for Event Coordinator for the 2025 Little Native Hockey League (LNHL) Tournament

**Issuing Organization:** Chippewa Tri-Council

**Event Name:** Little Native Hockey League (LNHL) Tournament

**RFP Issue Date:** November 2024

**Proposal Due Date:** November 15, 2024

**Event Date:** March 9-14, 2025

**Location:** Markham, Ontario

## ***1. Introduction***

The Little Native Hockey League (LNHL) is an annual tournament that brings together First Nation youth and their families from across Ontario to celebrate sport, culture, and community through a shared love of hockey. The tournament is in its 51st year and is hosted by various Ontario First Nations each year. This year, the host is the Chippewa Tri-Council, which consists of Beausoleil First Nation, Chippewas of Rama First Nation and Chippewas of Georgina Island First Nation. We are seeking an experienced and dynamic event planner to coordinate the logistics of the tournament and to act as a liaison between the Chippewa Tri-Council, the Town of Markham, and the LNHL Executive.

This event will take place from March 9 to 14, 2025 at various arenas throughout the City of Markham. It will involve over 200 teams and approximately 4000 participants. We are looking for an experienced professional who can manage venue coordination, communications and media relations, coordinate with the host communities, the Town of Markham, and the LNHL Executive, and oversee the planning and successful running of host events and activities including the opening night gala and family friendly events throughout the duration of the tournament.

## ***2. Scope of Work***

Under the direction of the organizing committee, the event planner will be responsible for coordinating all aspects of the tournament, including but not limited to:

- **Pre-Event Planning**
  - **Venue Coordination:** Liaise with venue management, including arenas, accommodation, and event spaces.
  - **Promotional Communications:** Communications and media point-person, work with Chippewa Tri-Council to develop a communications kit to ensure consistency in communication, develop communications templates including Event Program, flyers, social media posts and invitations.
  - **Vendor Management:** Work with Town of Markham staff to identify and secure suppliers for AV and technical, catering, decor, signage, permitting, etc.

- **Logistics Planning:** Work with the LNHL Executive (rep), Town of Markham and the host committee in determining logistics, budgeting and expense approvals.
- **Volunteer Recruitment:** Create a volunteer campaign, database of willing volunteers, and a volunteer schedule including days, times, jobs, etc.
- **Event Execution**
  - **On-site Coordination:** Manage the event on-site, ensuring smooth operation of games, ceremonies, and ancillary activities as well as vendor and booth setup.
  - **Volunteer Coordination:** Recruit, schedule, and oversee volunteers to assist with registration, gate admissions, vendor and information booth coordination, arena ambassadors, runners, drivers, etc.
  - **Communications:** Work with a sub-contractor to ensure photo and media coverage of events, especially Championship games for each division. Interview prep for Chippewa Tri-Council.
  - **Guest Liaison:** Communicating with special guests and speakers; ensuring execution of agenda and speaker times during opening ceremonies and gala.
- **Post-Event Follow-up**
  - **Event Wrap-Up:** Ensure return of rented and borrowed items, and post-event reporting.
  - **Financial Reporting:** Provide a final report on full expenses.
- € **Any other related work that may be required to organize this event successfully.**

### **3. Deliverables**

The successful event coordinator will deliver the following:

- A detailed event plan including a timeline, staffing, and logistical requirements.
- A budget outline and regular updates on actual versus projected costs.
- An action plan for managing risk and ensuring compliance with health and safety guidelines.
- Post-event report summarizing successes, challenges, and recommendations for future tournaments.

### **4. Proposal Submission Requirements**

Interested parties must submit a detailed proposal that includes:

- **Experience & Qualifications:**
  - A portfolio of previous events, especially large-scale sporting, cultural events, festivals, multi-day gatherings, etc.
  - Demonstrated ability to analyze, solve problems and put contingency plans in place.
  - Relevant experience working with First Nations (mandatory).

- A summary of your team and their qualifications.
- **Approach to Event Planning:**
  - A high-level overview of your approach to planning and executing the LNHL tournament.
  - Your strategies for handling cultural sensitivity and ensuring a family forward and community-focused experience.
- **Budget Proposal:**
  - A cost estimate including fees for services, logistics, and other related expenses.
- **References:**
  - Contact information for references, preferably from clients whom you have organized similar events for.

### ***5. Proposal Deadline***

All proposals must be submitted no later than **November 15, 2024**. Late submissions will not be considered.

### ***6. Selection Criteria***

Proposals will be evaluated based on the following criteria:

- Experience and qualifications (30%)
- Approach and understanding of the LNHL and its cultural significance (30%)
- Cost-effectiveness and budget management (20%)
- References and past client feedback (10%)
  
- Indigenous staff belonging the CTC Community and/or Ontario First Nation Community (10%)

### ***7. Submission Instructions***

Please submit your proposal electronically to: **The Chippewa Tri-Council LNHL Committee at [ctclnhl@ramafirstnation.ca](mailto:ctclnhl@ramafirstnation.ca)**

### ***8. Terms and Conditions***

- The Chippewa Tri-Council reserves the right to reject all proposals.
- All costs incurred in the preparation of the proposal are the sole responsibility of the bidder.
- Proposals will be considered proprietary and will not be shared with other entities outside of the selection committee.