



Request for Proposals December 18, 2018

EVENT PLANNER

Social Justice Nonprofit Organization

The National Immigration Project of the National Lawyers Guild (NIPNLG) seeks an Event Planner to coordinate its 2019 program of events. This is a consulting position, ideally with contract finalized in Jan. 2019.

OVERVIEW OF POSITION

- NIPNLG will design and deliver 3 continuing legal education (CLE) programs in 2019 for roughly 100-125 attendees, to increase their capacity for defending immigrant rights. The Event Planner will manage all planning logistics and event execution for the 3 CLEs.
- NIPNLG will also hold several non-CLE meetings, trainings, and receptions in 2019 that require event coordination. The demands of the non-CLE activities are less than those of the CLE's.

SCOPE OF WORK #1: CLE PROGRAMS

For 3 CLEs, the Event Planner will achieve the following outcomes:

- **BEFORE EVENT**
 - Site selection (working closely with NIPNLG staff and their contacts at law schools)
 - Lodging selection + list of alternatives, including solicitation of bids and contract negotiation
 - Function as registration point of contact and customer service
 - Fill volunteer slots and resolve requests for scholarships in coordination with staff
 - Serve as primary contact for hotel or law school staff and on-site audio-visual support
 - Secure budget-appropriate catering proposal for review and approval
 - Confirm and coordinate parking and local transportation needs, as needed
 - Manage and communicate group reservation room block rates and cut-off dates
 - Track and coordinate banquet event orders, billing invoices, and reimbursements
- **1-2 DAYS BEFORE EVENT**
 - Travel to site for in-person, day-of-event management
 - Conduct pre-event meeting with venue staff and ensure set-up

- Verify / post appropriate signage for the event, in and around event
- Locate and help display printed materials pre-shipped by staff
- Liaise with NIPNLG point person regarding on-site changes, requests, etc.
- Obtain final master copy of legal training materials from NIPNLG point person, and ensure their production for each participant and speaker
- Burn final training materials onto USB flash drives, obtain nametags and folders from staff, collect and display event materials for day-of event (e.g., sign-in sheet, handouts, CLE paperwork, evaluation forms)

- DAY-OF-EVENT
 - Lead on-site logistical coordination: coordinate day-of-event volunteers and registration, confirm audio visual needs, ensure catering and room set-up
 - Manage registration check-in, distribute nametags and materials, process on-site registrations and payments; escalate questions as necessary to designated NIPNLG staff
 - Preserve Registration master lists of attendees and payments
 - Preserve CLE sign-in sheets with original signatures
 - Accept, collect, and preserve Evaluation Forms
 - Review billing statements for accuracy and identify any discrepancies
 - Perform other duties as assigned

- AFTER EVENT
 - Ensure all Registration master lists, Payments, CLE sign-in Sheets, and Evaluation Forms are secured and returned to NIPNLG Headquarters via staff or secure ship
 - Ship leftover materials to Boston office
 - Provide feedback and suggestions for improvement

SCOPE OF WORK #2: NON-CLE MEETINGS & RECEPTIONS

For non-CLE events in 2019, the Event Planner will achieve the following outcomes:

- RE: Honoree reception at [annual AILA convention](#): Execute budget-appropriate menu planning (food, beverage, bartender stations), for review and approval. Liaise with AILA and hotel events staff, coordinate with Director of Development to ensure that deadlines are met, review B.E.O., and billing. Ensure materials are handed-off between *pre-AILA Immigration & Crimes CLE* and AILA convention Exhibition Hall.
- RE: other events: Support NIPNLG in securing on-site lodging and transportation for event and meeting participants at venue hotels, by serving as Communications Lead on hotel booking rates, cut-off dates for best-deal rates, and related logistics.

TENTATIVE 2019 SCHEDULE (SUBJECT TO CHANGE)

Spring 2019

Early April CLE: *Spring CLE*, Date TBD, City TBD (possibly San Antonio, TX), Location TBD

Summer 2019

June 19th: 1 Day *Pre-AILA Immigration Law & Crimes CLE*, Orlando, FL, Location TBD

June 21st: 1.5 Hour Reception, Orlando, FL, on site of [annual AILA convention](#)

Fall 2019

Events are typically between mid-to-late October or early November. Location determined by NLG. Event Planner responsibilities entail coordinating a track of events within a much larger convention.

NIPNLG Track at 2019 Annual NLG convention entails:

- 1-day CLE (Wed.); 1 Board Meeting (Wed. eve); 1-day Membership Meeting with 4 breakout sessions (Thurs.); 1 Award Reception (Thurs. eve); 1-2.5-hour Litigation Meeting (Fri. a.m.)

POSITION REQUIREMENTS

- Ability to travel to multiple events in 2019
- Minimum of 3 years of events management experience, including experience working with small non-profit organizations and coordinating conferences with 100+ attendees
- Experience negotiating with vendors to reduce cost and ensure quality delivery of events
- Established track record of successfully managing day-of-event registration
- Strong command of communications tools such as email, WhatsApp, Signal, Zoom
- Well organized, reliable, adaptable, and possessing proactive communication skills
- Ability to work independently and as part of a team, including as team lead
- Ability to multi-task and remain calm and kind under pressure, while serving a constituency of attorneys
- Ability to work extra hours in the weeks leading up to and on program dates
- A proven interest and commitment to social justice causes

PREFERRED QUALIFICATIONS

- Familiarity with Continuing Legal Education (CLE) programs
- Experience with social justice, membership-based organization
- Experience with CRM's, especially NeonCRM

APPLICATION PROCESS

This is a part-time consulting position. Interested applicants should submit a cover letter and resume via email to ellen@nipnl.org. Individuals from underserved communities and people of color are strongly encouraged to apply. NIPNLG expects to review applications, conduct interviews, and finalize a contract by end of January 2019. NIPNLG is an equal opportunity employer.

ABOUT NIPNLG

For 47 years, NIPNLG has persistently promoted justice and equality of treatment in all areas of immigration law, the criminal justice system, and policies related to immigration. We provide technical assistance and legal support to immigration law practitioners, immigrant communities, community-based organizations, and all advocates seeking and working to advance the rights of noncitizens. Visit us at nipnl.org.