



Request for Proposal (RFP) – West Mo Days 2027

1. Overview

West Moberly First Nations is seeking proposals from qualified contractors to provide event planning and management services for their annual multi-day event.

Estimated hours of work: 1,300

2. Objective

The successful contractor will provide comprehensive event planning, coordination, and on-site management services for the annual multi-day community event hosted by West Moberly First Nations. The contractor shall oversee all planning phases beginning January through to event completion in late July/early August 2027, including but not limited to, sponsorships and grants, vendor support, programming and performers, kids' activities/games/tournaments, volunteers and staffing, logistics, grounds, swag/merchandise, administration, photography, and post-event reporting.

3. Scope of Work

- Sponsorship, Grants & Funding (~250 hours)
- In-Kind Sponsorships (~50 hours)
- Volunteer Recruitment & Management (~44 hours)
- 3-4 Live Performer & Sound Management (~48 hours)
- Kids Zone: *In the Zone Party Rental Rides & Puppets Canada Puppets* (~ 24 hours)
- Vendors, Food Trucks & Hot Concession (~48 hours)
- Grounds, Logistics & Site Planning (including tents, porta potties, handwash stations, generator & power supply; ~75 hours)
- Swag & Merchandise (t-shirts, pins; ~100 hours)
- Games & Tournament Planning (~48 hours)
- Door Prizes (~48 hours)
- Administration & Community Engagement (including bi-monthly community engagement meetings; ~260 hours)
- Mapping & Photography (~48 hours)
- Miscellaneous Pre-Event Coordination (~48 hours)
- Day-of Set up (~100 hours)
- On-Site Management during event (~50 hours)
- Post-Event Responsibilities (including a C&C recap meeting and debrief report; ~80 hours)

4. Key Deliverables

- Comprehensive event plan and master schedule
- Sponsorship and grants summary



- Budget tracker and cost summaries
- Vendor, performer, and service provider list with key terms
- Volunteer and staffing rosters
- Site map and safety/logistics plan (including but not limited to, washrooms, vendors, emergency routes, and weather considerations)
- Door prize allocation and inventory summary
- Swag/Merch inventory and pricing list
- Post-event debrief report (with recommendations)
- Final budget reconciliation and invoice summary

5. Qualifications & Experience

- Minimum 3 years' experience in planning and managing large-scale community events
- Familiarity with West Mo Days history and goals
- Excellent communication and leadership skills
- Maintenance of appropriate business liability insurance

6. Contract Terms

Term: January – August 2027 (exact dates TBD)

Location: Moberly Lake, BC

Compensation: To be proposed

7. Proposal Submission Requirements

Interested parties should submit their applications to rfp@westmo.org. Applications must include:

1. Cover Letter
2. Resume stating experience and qualifications
3. Approach to scope of work
4. Proposed compensation/fee structure
5. A minimum of 2 professional references

Deadline to apply: October 8, 2026

8. Additional Information

The organization reserves the right to accept or reject any proposal. All proposal preparation costs are the responsibility of the proponent. Preference may be given to Indigenous candidates with local or regional experience.

Respondents are asked to disclose in their submission any actual or potential conflicts of interest and existing business relationships they may have with the Province, Treaty 8 First Nations, or neighboring communities (Indigenous or non-Indigenous).