



## Request for Proposal:

### 2017 1-year contract Event Co-ordinator

Prince Edward County Winegrowers Association (PECWA) is issuing this RFP (Request for Proposal) to appoint a Event Co-ordinator to plan, promote and execute (with the aid of PECWA volunteer committee and staff) of two major PECWA events (Terroir in May and Taste in September) and two minor events (Wassail in November and a new February event in 2018). Proposals may be for one or up to all four events.

Deadline for proposal is: March 3, 2017

Please submit proposal to:

Attn.: Maggie Belcastro

PECWA

990 Closson Rd.

Hillier, ON K0K 2J0

[Maggie@grangeofprinceedward.com](mailto:Maggie@grangeofprinceedward.com)

All proposals will be confidential and shared only within the PECWA Executive.

Proposal is to include:

- Examples of previous events (process, responsibilities and success metrics)
- Proposal for planning and executing above-mentioned events on a base fee per event+ commission with mutual option for renewal.
- Short list of references.

RFP Process:

- All submissions will be reviewed by PECWA Executive
- Contract will be awarded March 15, 2017

Please direct any questions on the RFP process to PECWA Vice-Chair, Maggie Belcastro [Maggie@grangeofprinceedward.com](mailto:Maggie@grangeofprinceedward.com).

## About the Prince Edward County Winegrowers Events

May 13, 2017 Terroir

Number of Attendees: 1000-1300 people

Theme: A wine tasting event with seminars and food experience.

September 23, 2017 - Taste Community Grown Festival

Number of Attendees: 1200+

Theme: community food and wine experience with off-site activations.

Nov 21, 28 Dec 4, 11, 2017 - Wassail Celebration

Number of participants: 300+

Theme: 'wassail' themed wine event with tours through wine country

Feb 17-19, 2018- Winter-theme event

Number of participants: N/A

Theme: experience PEC in the winter.