

Request for Proposals
Humboldt Woodworking Society
WoodFair 2012 Event Planner
October 6, 2011

The Humboldt Woodworking Society (HWS) invites Event Planners to submit a proposal for coordinating all activities required to plan and execute the WoodFair 2012 to be held on July 13, 14, & 15, 2012 at the Almquist Lumber Company in Arcata, California.

Background Information

The College of the Redwoods established the WoodFair as a celebration of excellence in woodworking in 1988. In 2008, the primary responsibility for the operation of the WoodFair was assumed by HWS and the event began to be hosted by the Almquist Lumber Company. Cooperation with the College of the Redwoods (CR) has continued, especially through providing classroom space and instructors for special classes during WoodFair, though CR is no longer able to assume the planning and executing functions for the event. During the past four years the WoodFair has developed into a professionally planned and executed event that has strained the capacities of the all-volunteer HWS, leading the organization to look for a professional to lead the planning and implementation of the event.

Event Planner Tasks

There are four components required of the Event Planner in planning and executing WoodFair 2012:

1. Working with the HWS Executive Committee to obtain funding to pay for the Event Planner position.
2. Using the detailed information developed from the last four years of WoodFair to develop and execute preparations for WoodFair 2012.
3. Coordinate volunteers in preparing and executing WoodFair activities.
4. Maintain all records of the WoodFair, including financial records, and communicate this information to the HWS Executive Committee in an appropriate manner.

For additional information regarding the activities of the past four WoodFairs and the numerical results, please contact Humboldt Woodworking Society President at the address below.

Submitted Proposals

Please submit the following with your proposal:

1. Cover letter indicating why you are interested in this position
2. Resume demonstrating the skills required
3. A proposal for obtaining the funding needed to pay for the position
4. Your bid for performing the tasks required
5. Any changes or additions to the WoodFair you would recommend and whether these items are included in your bid

Contact Information

To submit your proposal or for additional information please contact:

Stephen Baer, President HWS, at PacificLaserD@aol.com or 707-496-5555