

NCNW

Commitment. Unity. Self Reliance.

Request for Proposals: National Affiliates Assembly and Biennial Uncommon Height Gala

December 4–6, 2025 | Washington, DC

Introduction

NCNW is seeking proposals from experienced and professional event/conference organizers to manage our Biennial Uncommon Height Awards Gala and Affiliates Assembly December 4–6, 2025. The chosen organizer will be responsible for all aspects of event logistics, including hotel management, entertainment, sponsors, registration, decor, food and beverage and contracted vendors.

Timeline

- RFP Release Date: November 21, 2024
- Proposal Submission Deadline: December 16, 2024

Objectives

1. Successfully organize and execute Uncommon Height Gala & Affiliates Assembly with approximately 1250–2000 participants.
2. Work with NCNW leadership on securing keynote speakers, entertainment and honored guests.
3. Registration Management: Efficiently manage participant registrations.
4. Logistics Coordination: Coordinate all logistics related to the events.

Event Schedule

- National Affiliates Assembly - December 5–6
- Uncommon Height Gala - Evening of December 6th

Participant Details

- Estimated Attendance: ±1250–2000 participants.
- Most participants are Black women and members of our organization.
- The gala is heavily sponsored and honored guests.

Key Responsibilities

The chosen organizer will be responsible for the leading these key responsibilities. The NCNW HQ team will provide support.

1. Venue Management
 - a. Negotiate contracts and manage relationships with venue providers.
 - b. Food & Beverage selection
2. Vendor Management
 - a. Registration Management
 - b. Oversee registration contractor
 - c. Manage payments, confirmations, cancellations, and modifications.
3. Budget and Sponsorship
 - a. Create, manage, and execute the event budget.
 - b. Support the search for sponsorship aiming at \$3,000,000.
 - c. Management of sponsorship and sponsor needs
4. Logistics Coordination
 - a. Arrange accommodation options for participants.
 - b. Coordinate travel logistics where necessary.
 - c. Coordinate the travel and stay of the event keynotes, entertainment and honored guests.
 - d. Organize catering services.
 - e. Ensure availability of necessary audio-visual equipment.
 - f. Oversee event setup, execution, and teardown.
5. Marketing & Communication
 - a. Develop a marketing plan to maximize attendance.
 - b. Create promotional materials in coordination with NCNW's communication team.
6. Participant Engagement
 - a. Plan networking events, social activities, and workshops as part of the event program.
7. Technical Support
 - a. Provide technical support (AV and other) during the event.
 - b. Manage AV teams

Proposal Requirements

Interested parties are invited to submit proposals that include:

1. Company Profile
 - a. Background information about your company including experience in organizing similar events.
 - b. Key personnel who will be involved in the project along with their qualifications.
2. Detailed Plan

- a. Draft/loose timeline of event management
 - b. Approach to the budget creation
 - c. Approach to the sponsorship support
 - d. Approach to venue management
 - e. Registration management plan
 - f. Logistics management strategy including accommodation, travel, catering etc.
3. Marketing Strategy
 - a. Outline your approach to promoting the event effectively across different regions and media platforms.
 - b. Plan for attracting media attention.
 4. Technical Capabilities
 - a. Describe technical support capabilities during the events including AV requirements and recording sessions if needed.
 5. Budget Estimate
 - a. Comprehensive budget estimate covering all aspects mentioned above inclusive of potential contingencies or additional costs that might arise during planning or execution phases.
 6. Examples/references/case studies showcasing past events managed successfully by your organization of similar nature/scale

Submission Instructions

Proposals must be submitted electronically via email PDF format no later than January 10, 2025 at midnight EST .

Please send proposals via email to jobs@ncnw.org.
Subject Line : UCH/AA Proposal [Your Company Name]

NCNW's Mission

National Council of Negro Women (NCNW) is an “organization of organizations,” comprised of 330 campus and community-based sections and 33 national women’s organizations that enlightens, inspires, and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities. It was founded in 1935 by Dr. Mary McLeod Bethune, an influential educator and activist, and for more than fifty years, the iconic Dr. Dorothy Height was president of NCNW.

Today, the NCNW programs are grounded on a foundation of critical concerns that are now “NCNW Priorities.” Our organization promotes education; encourages entrepreneurship, financial literacy, and economic stability; educates women about health and promotes healthcare access, and promotes civic engagement and advocates for sound public policy and social justice.