

REQUEST FOR PROPOSAL (RFP)

EVENT MANAGEMENT SERVICES

Sherwood Park Highland Gathering
July 25–26, 2026
Strathcona Highland Society

1. INTRODUCTION

The Strathcona Highland Society invites qualified contractors and event management companies to submit proposals to provide event management services for the 2026 Sherwood Park Highland Gathering. This annual two-day cultural festival celebrates Scottish heritage through music, athletics, arts, and community engagement.

The successful contractor will work collaboratively with the Society's Board Executive, Directors, and volunteer area leads to support planning, coordination, and on-site execution of the event.

2. CONTRACT TERM

The contract term will run from **February 2026 through August 2026**, encompassing pre-event planning, coordination and operations during the event weekend, and limited post-event wrap-up and reporting.

3. SCOPE OF WORK

The selected contractor will provide event management services including, but not limited to, the following:

- Attending monthly Board meetings and providing written status updates in advance of each meeting
- Coordinating closely with the Board Executive, Directors, and designated area leads
- Supporting event area coordinators in planning and preparation prior to the Gathering
- Procuring, coordinating, and managing market vendors, including communications, logistics, setup, and takedown
- Managing administrative schedules, documentation, timelines, and communication flow across event functions
- Attending external meetings with suppliers, partners, and Strathcona County when required
- Providing on-site support during the event weekend to ensure smooth operations across all areas

4. REQUIRED QUALIFICATIONS

Proponents should demonstrate the following qualifications:

- A minimum of three to five years of relevant experience in event management and execution
- A proven track record delivering events through a company or independent contractor structure
- Strong organizational, administrative, and coordination systems
- Excellent written and verbal communication skills
- Proficiency with common productivity tools including Outlook, Excel, Google Workspace, and Microsoft Office
- A detail-focused, proactive working style with strong leadership capability and a positive, solution-oriented approach

5. SUBMISSION REQUIREMENTS

Proposals must include the following:

- Company profile or contractor résumé
- Overview of relevant event management experience
- Summary of past events delivered, including scope and scale
- Proposed fee structure and billing model
- Two references from recent, comparable projects
- Optional supporting materials such as schedules, checklists, timelines, or process overviews

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and suitability for an event of this scale and complexity
- Quality, clarity, and completeness of the proposal
- Organizational approach and communication style
- Capacity to support a volunteer-led Board and area coordinator structure
- Fee structure and overall value
- Professionalism of the submission

7. SUBMISSION DEADLINE

Proposals must be submitted electronically to the Strathcona Highland Society to info@sphg.ca by: January 16th, 2025

Email subject line:

RFP Submission – Event Management Services – Sherwood Park Highland Gathering 2026