



REQUEST FOR PROPOSAL (RFP) Show Program Manager

Calpaca invites you to be considered as the Show Program Manager for the *_NAME OF SHOW_* to be held at _____ on _____ MONTH-DAYS-YEAR _____

Please complete the following information and attach separate addendums as needed.

Name:
Address:
City, State and Zip
Phone:
Cell Phone:
Fax:
Email:

Please submit this form with the attachments to:

Submissions should be received by _____.

Budget

NAME OF SHOW has a budget of \$xx,xxx for the production and printing of the Show Program. This budgeted item includes the compensation for the Show Program Manager. The Show Program Manager is expected to stay within the budget.

Position Overview

The Show Program Manager is responsible for the design, content, production, and delivery of the show program. Working with information and feedback from the Show Event Manager(s) you will design and develop the show program. If reviewed and accepted by Show Event Manager(s) you may design your own program. Or, you may use the past years' program format as a template. You will primarily coordinate information with, and from, the Event/Sponsorship/Fundraiser/Herd Sire Auction/Silent Auction/Volunteer Manager(s) or coordinators.

Requirements of Show: The Show Program Manager is responsible for:

1. The general layout of the program
2. Following up with and obtaining ads from sponsors
3. Obtaining event information from the Event Manager(s)
4. Obtaining the following information for inclusion in the program:
 - a. Judges bios
 - b. Presenter's bios and descriptions of classes (if applicable)
 - c. President's message
 - d. Event manager(s)/superintendent welcome message
 - e. Silent Auction donors/donations
 - f. Herd Sire Auction participant information
 - g. List of participating ranches
 - h. Volunteer list
 - i. Delivering the show program, in electronic format, to the printer
 - j. On time shipping or delivery of the show program to the designated person/location
 - k. Other information/reports as required by event management
5. Creation of spreadsheets or other ways of tracking the completion of the above tasks
6. Creation of spreadsheets or other ways of tracking Ad activity (what was ordered, what was paid, what was included in program)

Personal Characteristics:

- Strong organizational skills
- Follows through on assignments and meets deadlines
- Demonstrated ability to effectively work with people in order to complete designated tasks
- Effective written and oral communication skills
- Works effectively under pressure

Technical Requirements:

- Knowledge and demonstrated use of desktop publishing program(s)
- Ability to store and transmit graphics and documents
- Proficient in creating spreadsheets and reports

Experience and References

Submit a minimum of three examples of desktop publishing projects you have created. These can be brochures, ads, multi-page booklets, etc.

Fee for serving as Show Program Manager for the **_NAME OF SHOW_ Alpaca Show** shall be \$500.

*Selection of Calpaca **_NAME OF SHOW_ Show Program Manager will be made by the Calpaca Board and will be relayed to submitters by (date here).***

Thank you for your interest.

Calpaca Board: