



Request for Proposals: Event Planning Services

Release Date: October 20, 2025

Proposal Due Date: November 7, 2025

Who We Are

[New England Women in Energy and the Environment](#) (NEWIEE) is a 501(c)(3) nonprofit, membership organization with the mission to elevate the voices of underrepresented members of its community and drive greater diversity, equity, inclusion, and belonging in the fields of energy and environment. NEWIEE is led by an Executive Director, a dedicated Board of Directors, and volunteers from the energy and environmental sector in New England. Members consist of individuals and organizations representing many of the region's largest utilities, energy developers, environmental organizations, consulting and law firms, educational institutions, government agencies, and more.

Services Requested

NEWIEE is seeking an experienced and detail-oriented consultant to provide event planning and production services for two of its signature events: the Annual Awards Gala and Women Shaping the Agenda. The ideal candidate will be a creative, organized, and proactive professional with a proven track record of managing and executing successful in-person events of varying sizes and formats. Responsibilities include coordinating all logistical aspects of each event including venue sourcing and vendor management to day-of execution. The consultant or team will work collaboratively with NEWIEE's Executive Director, Event Chairs, and volunteers to deliver high-quality experiences ensuring flawless execution of all event components to bring together the NEWIEE community and advance our mission.

NEWIEE's Signature Events

1. Annual Awards Gala

May 7, 2026

Westin Copley, Boston, MA

NEWIEE's largest event of the year with over 600 attendees, the Awards Gala draws energy & environment professionals from across New England for an inspirational evening celebrating and honoring distinguished women who have driven change in the industry. The evening begins with a networking cocktail hour, followed by a seated dinner during the Awards program, and concludes with a dessert reception to provide additional networking opportunities.

2. Women Shaping the Agenda

Summer 2026



New England Location, TBD

This annual summer event, drawing close to 200 attendees, includes a panel discussion among leaders in the industry, featuring engaging dialog and debate on industry and policy topics across New England. The first half of the event hosts a networking, food, and drink reception. The second half is when our panelists come together to talk through timely industry topics and take questions from attendees.

Qualifications

- Minimum of three years' experience planning in-person events, including:
 - Venue and sponsor coordination
 - Sponsor engagement
 - Developing run of shows
 - On-site and day-of logistical support
- Technical Proficiency in:
 - Microsoft Office Suite (e.g., Word, Excel, and PowerPoint)
 - Document management (e.g. OneDrive, SharePoint)
 - Virtual event tools (e.g., Zoom)
 - Event registration platforms (e.g., Eventbrite or similar)
- Exceptional interpersonal and communication, with a strong customer service focus
- Superior organizational and time management abilities, with a proven track record of working collaboratively and effectively with leadership teams and volunteers
- Creative and strategic thinking, aligned with NEWIEE's mission to advance women+ and promote DEI in the energy and environmental sectors
- Experience managing event budgets, vendor contracts, and financial tracking
- Demonstrated passion for equity and inclusion
- Familiarity with the fields of energy and/or environment a plus

Responsibilities

Event Coordination & Planning

- Contribute to the planning and running of Event Committee meetings, including preparing agendas, materials, documenting action items, and maintaining ongoing communication with volunteers and staff
- Research and secure event venues, negotiate venue & vendor contracts, ensure alignment with event objectives, accessibility, and NEWIEE's



sustainability guidelines

- Serve as the primary point of contact for all event vendors, including venue staff, catering, AV, and other service providers
- Coordinate with the marketing team on development and production of all event-related materials (e.g., slides, signage, name badges, and printouts)
- Manage and monitor event budgets, tracking revenue and expenses to ensure financial goals are met and events stay within budget; provide regular updates to NEWIEE Executive Director

Pre-Event Logistics

- Set up and manage online registration using Eventbrite (or equivalent platform), and maintain accurate and up-to-date attendee lists
 - Serve as the primary liaison for sponsors, speakers, awardees, and volunteers, ensuring timely and professional communication and support
 - Schedule and lead speaker prep calls, draft logistical communications, and prepare detailed run-of-show documents
- Coordinate final event details with vendors, including headcounts, space layout, dietary needs, and AV requirements
- Organize table assignments, volunteer roles, and manage last-minute updates or attendee changes

On-Site Event Execution

- Arrive early to oversee event setup, bringing necessary supplies and materials
- Supervise vendor and AV setup, test equipment, and ensure the event space is properly arranged
- Manage registration and direct on-site volunteers to support smooth operations
- Monitor the event timeline to ensure adherence to the run-of-show and address any issues promptly

Post-Event Wrap-Up

- Compile and finalize attendee lists and circulate post-event surveys
- Draft follow-up communications with attendees, speakers, sponsors, and other key stakeholders to foster continued engagement
- Document final outcomes, including final attendance numbers, sponsorship revenue, and overall budget reconciliation
- Collect and confirm vendor receipts for payment processing
- Lead committee in final debrief call to reflect on event and compile



feedback for the following year

Interested parties, please submit a proposal that includes the following no later than November 7, 2025:

Company Profile

- Name, contact info, and primary point of contact
- Years in business and relevant experience
- Team structure (who would be assigned to your events)

Relevant Experience

- Examples of similar events planned (especially large-scale galas or nonprofit events)
- Experience with sponsor coordination, run-of-show development, and on-site logistics
- Familiarity with DEI-focused or mission-driven organizations

Proposed Approach

- Brief outline of how you would manage: pre-event planning, on-site execution, and post-event wrap-up, as well as any tools/platforms you use

Budget & Pricing

- Estimated cost or fee structure (flat rate, hourly, per-event)
- What's included in the pricing (e.g., travel, materials, staffing)
- Flexibility for budget adjustments or scaling

References

- At least two client references from similar events

Optional Add-ons

- Creative ideas or enhancements you would bring to the event
- DEI engagement strategies or sustainability practices

NEWIEE Contact

Submit all required information to newiee@newiee.org with the subject line: Event Consultant RFP Submission.