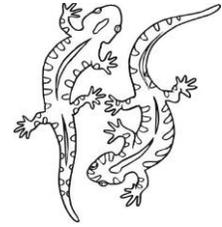


Request For Proposals NH Permaculture Day Host Site



Introduction

RFP Objective:

To find an appropriate host location for future “NH Permaculture Day” gatherings.

Event Mission:

Bringing together a community of people dedicated to living in connection with the natural world to share practical skills and knowledge. Creating a greater impact and awareness of permaculture in our local communities within a global context.

Background

Event History:

Year	Site	Location	Attendance
2012	D Acres	Dorchester	100
2014	D Acres	Dorchester	350
2015	Inheritance Farm	Chichester	250
2016	Orchard Hill	Alstead	400
2017	Kearsarge Indian Museum	Warner	360

The first NH permaculture day was held during the summer of 2012 at D Acres in Dorchester, NH. The second gathering was again at D Acres in correlation with a Permaculture teacher training course in August 2014. Since the event has traveled around the state shining the spotlight of a wide variety of people, projects and places. The event has grown sizably from the first year in participants, presenters, vendors, volunteers and organizers.

Organizing Committee:

The event is organized by the site hosts with support from the NH Permaculture Guild, a volunteer group of permaculture enthusiasts from around the state. The support offered by the guild can vary depending on the needs of the site hosts but mainly pertains to transferring structure, information and resources from one year to the next, from one host site to the next. In this way the Guild insures the continuation and growth of the event, creating the context in which various groups around the state can step in and out smoothly as hosts. We are currently working with an 8 shields organizational model in which the host site plays an active role in the Guild. This group self governs, holding regular meetings to organize, facilitate and support the event as it travels, grows and develops.

Event details:

Event description

- One or two day educational and networking event
- Expected turnout: 300-500 people
- Potential event dates: The event has historically been held in August or September with considerations made for other regional events and holidays
- Host site can expect expansive state wide exposure and 75% of the net profit from admissions to the event. (Total income, less total expenses, equals net profit - The split will be 75% to the Host site, 25% to The NH Permaculture Guild to “pay it forward.”)

Site commitment

To have a successful event the host/s will be asked to work with the guild and independently to meet a range of **pre-event needs**, including:

- Vendors recruitment and coordination
- Sponsors
- Marketing
- Registration organization
- Presenter Recruitment
- Volunteer recruitment and Coordination
- Menu creation and Local food sourcing

Site Specifications:

- Existing network with establish out-reach for calling for volunteers and marketing event i.e.: mailing list, FB, newsletter, etc

- Multiple areas for presenters and live demonstrations, with sufficient space capable of hosting a large 40-60 person presentation.
- An area (large tent) for lunch for 400+
- A rain plan
- Sufficient tents, tables and chairs, or budgeting for rental of such materials
- AV equipment
- A food plan for lunch and possibly dinner
- Sufficient parking for up to 500 people (i.e. 300 plus vehicles)
- Sufficient bathrooms and appropriate sanitation
- Possible overnight accommodations (camping?)
- Safety - first aid station
- Event or general liability insurance (can be purchased for day of event only)
- A place for live demos (hand hewing ,bio char making ,rocket mass heater, etc)

Your Proposal:

- Please explain in detail how your site would meet the above site specifications.
- Whether an organization, business, NPO or group of individuals please describe who will be the host/s and your operating structure.
- Please provide a short outline describing the property and the business activities that take place there.
- Please highlight the key people outside the Guild and on site, who will be conducting the needed work before, during and after the event.
- Are there examples of a past event hosted there that contained similar elements.
- Please speak to your motivations for hosting the NH Permaculture Gathering.
- Does the site currently practice any elements of permaculture?
- Please include other ideas you have or aspects of your site that could add to the success of this event.

Submission Guidelines:

- We are currently seeking Proposals for NH Permaculture day 2019 and forward. To be considered for the next event proposals must be received before **July 1st** of the previous year.
- Submit your proposals to: bgoldin1@gmail.com
- We are open to revision of the RFP, as well as open to unusual circumstances that we have not had the foresight to imagine.
- After viewing this RFP you think your site/organization isn't currently ready to host the event but you think you soon will be ready to host, we encourage you to contact us before submitting an RFP.