

# FCPS | Professional Learning Summit 2023

Date: June 7<sup>th</sup> & 8<sup>th</sup> // August 9<sup>th</sup> - 10<sup>th</sup>, 2023

Time: Times vary by day and location

Venue: Venues vary by day and event

Total Attendance: Estimated 250 (June) // Estimated 10,000~ (August) (All employees of FCPS)

Event Features: June: Celebration, games, activities, food/beverage, etc. // August: food/beverage, learning sessions, keynote speakers, breakouts, A/V, rentals, etc.

Agenda: TBD

Sponsorship Opportunities: No sponsorships currently confirmed – FCPS is open to suggestions on areas that could be sponsored and other sponsorship opportunities.

Design: Colors + theme still pending

Investment: (June – 250 for 3 “events”) (August - 10,000~ people – up to 9 locations)



<b>Pre-planning</b> – two lead event managers involved in all pre-planning needs (additional staff tag in as-needed). Includes, but is not limited to: venue planning, site maps/floor plans, AV coordination/planning, quoting and negotiation with vendors, developing an app for attendee use, registration + guest communications, project management (including use of in-house project management platforms), food & beverage planning, budgeting, logistics planning, timelines (both pre-event and on-site/day-of), mapping signage/décor/rentals, and all other needs involved in planning the two-day conference. <b>Includes pre-event consulting for June event.</b>	
<b>A/V Mapping</b> – a dedicated AV manager who will oversee all A/V mapping for all locations (including all offsite locations – up to 9). Manager will work to get quotes and negotiate rates for all AV equipment, ensure all AV needs are met, ensure proper licenses and permits are obtained, contracting AV labor/staff, oversee the creative process (from the AV side), coordinate and collect all decks, slides, graphics, etc. from speakers, and all other needs involved in the planning and managing of A/V. This includes on-site management of all set up, load in, sound checks/rehearsals, labor management, strike, load out, etc. (August, only)	
<b>On-Site Management + Logistics</b> – includes coverage of all on-site management and logistics needs in real time. Including oversight for all load in, set up, real-time management, strike and load out. Event team will be on site to oversee A/V and ensure the programs are running smoothly, ensure that food & beverage is on time and correct (And running smoothly), running registration and check in and managing guest services, managing the app and push notifications, coordinating with guest speakers, vendors, and other needs as they arise. (Includes June and August events)	
<b>LEC Team</b> - a team of professionals overseeing all areas of the conference, including all locations. One dedicated Event manager per location (off-site) and 2 dedicated Event Managers at CBC. 2 Additional support staff as floaters, and additional support staff for registration and guest services). 1 Overall show manager – as the main Point of Contact for the conference with FCPS. Total of	

14 Lead Event Managers + additional support staff (total number, to be determined). (August) 2 Lead event managers during the planning process, these managers will also be on site during the event. Additional support staff (up to 2) will be on-site the day-of, if needed. (June)	
<b>Communication</b> – clients will have full access to our project management portal, which can be used for internal communications, updates, storing contracts in one cohesive location, setting to-dos and timelines, and more. LEC and the client will have regular planning meetings (via zoom or in-person) – these are scheduled in advance, as-needed. Unlimited phone calls, emails, chat/messages, etc.	
<b>Post-Event Wrap Up</b> – includes post-event debrief with vendors and venues, post-event debrief with the clients, attendee after-event communications, etc.	
<i>Other needs as they arise.</i>	
<b>Management Total:</b>	<b>\$51,500</b>

Scope: \*\* The Management Fee proposal is a flat-rate structure, with no commission or upcharge for event related items. The scope includes all pre-event planning, on-site management and logistics support by the Lexington Event Company (LEC) team based on the following:

- **PRE-EVENT PLANNING:** Covers all pre-event planning needs including:
  - o **Budgets** – creating/projecting, continually updating, and tracking budgets, revising where necessary and making recommendations on the upcoming year. LEC will quote all vendors and work to negotiate better products/services/rates – including wholesale rates, where applicable.
    - *The client will only pay for the actual invoice price. LEC does not upcharge invoices and the client will see real numbers and only pay the actual totals.*
  - o **Timelines** – project management for the planning process. What needs to be done, and by when, and who is taking care of it. This can be used by the FCPS and LEC can help keep all stakeholders on track/in the loop. This timeline will also serve as a guide for the LEC team as they plan and help produce the event.
  - o **Pre-Event Planning & Logistics** – LEC will pull quotes for all vendors needed for the show, and negotiate rates. Including, but not limited to; catering/F&B, entertainment, AV, rentals, décor, photo/video, production, shuttles, app development, SWAG, registration platforms, materials, signage, and any other area needed to produce the event. LEC will review accessibility compliance, post-event surveys, and other areas. LEC will create all assets needed for the vendors, including but not limited to; site maps, day-of timelines, floor plans, etc.
    - **Registration** – LEC will present multiple options for registration to the client. Once a platform is selected, LEC will manage the platform, oversee pre-event registration, manage attendee communications, etc. LEC will also manage on-site registration/check-in, lanyards/badge distribution, and on-site guest services.
  - o **Communication** – includes pre-event communication with all stakeholders about event related details (confirming event orders, confirmation and load-in/day-of information for vendors, etc.). LEC and the client will have regular check-in meetings to keep everyone updated and in the loop. Client will have full access to all quotes, invoices, budget documents, etc. in real time.
  - o **Invoicing & Billing** – LEC can help manage the invoicing and billing process for the client, or can just help facilitate this process. Whichever the client prefers.

- Other needs as they arise.
- **ON-SITE MANAGEMENT** – covers all on-site needs including:
  - **Execution** – the LEC team will work with vendors on execution in real-time. Ensuring things are happening when they are supposed to, in the way they are supposed to, and troubleshooting throughout as needed.
  - **Logistics** – LEC will manage logistics in real-time, including videos, arrivals, load in/out, set up/strike, vendors, etc.
    - *FCPS has a State partner who will be providing some additional hands as well – current plan is to use them as badge scanners for “session credit”.*
  - Other on-site needs will be included, as they arise. LEC will manage all aspects of the event on-site.
- **CLIENT/MANAGER COMMUNICATION & STAFFING** – the proposal includes all necessary staffing for the event from the management side, including pre-event planning, and on-site management/logistics as well as a tech/AV manager. LEC offers unlimited phone/video calls and emails, in-person meetings are scheduled as-needed and are done so on mutually agreeable dates/times, with notice.
  - LEC is happy to join committee meetings, staff meetings, board meetings, etc. (where necessary) to provide updates, answer questions, etc.

**DISCLAIMER:**

- This proposal, pricing and inclusions are valid for 30 days – after such time, prices and availability are subject to change.
- The investment listed above for planning and management services includes the scope, only. That rate does not include expenses for the event such as venue, rentals, food/beverage, service staff, printing, marketing, etc. All event expenses are the sole responsibility of the client to cover. All invoices will be approved by the client before confirmation.
- Each party shall be responsible for the acts and omissions of itself and its employees and subcontractors and neither party agrees to indemnify any other party for any such act or omission; provided, however, that this Agreement shall not constitute a waiver by any party of any rights to indemnification, contribution, or subrogation that such party may have by operation of law.
- **This proposal is confidential and is to be kept between the recipient and Lexington Event Company, LLC. This is considered property of LEC, LLC, it's employees and partners. Receipt of this proposal by the client acknowledges this clause and confirms the client's agreement to keep the proposal confidential.**
- LEC will make suggestions on vendors, menus, etc. – final selection and confirmation for all details is the responsibility of the client. The client will have the final say on all items related to their event.
- LEC reserves the right to use pictures from these events in their portfolio for future client bookings. LEC will leave all watermarks and logos and give proper photo credit and event title credit for said photos.
- LEC, LLC will keep all client information, communications and other materials private and confidential. All client files are kept locked in our office.
- **INCLEMENT WEATHER:** In the case of inclement weather and the event date is rescheduled, this contract will transfer to the new date mutually selected – should any additional fees be incurred, LEC will discuss this with the client prior to rescheduling.

- Additional needs will arise along the planning process. These needs will be met and will be included in this proposal to be managed by LEC.
- **PAYMENT:** a \$9,000 payment is required with a signed contract to hold the date and begin work. If this proposal/scope is accepted, an invoice and contract will be sent for review and approval by the client. Services and work will not begin until a contract is in place and a first payment is sent – once both are received the event manager will meet with the client to discuss first steps of planning.

Meocha C. Williams

Client Representative Name

Meocha C. Williams

Client Representative Signature

*gdc*

5-2-23

Date