



WAKA KICKBALL REQUEST FOR PROPOSAL – CHARITY EVENTS

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Selection Process: Proposals will be accepted on a rolling basis based on criteria below.

I. REQUEST FOR PROPOSAL

WAKA Kickball (The World Adult Kickball Association) hereby solicits proposals/bids for sanctioning, associating, and hosting charitable kickball tournaments or events.

Proposal Deadline	Decision Date	Proposed Event Date
July 31, 2006	September 15, 2006	January to May 2007
December 15, 2006	January 31, 2006	June to December 2007
July 31, 2007	September 15, 2007	January to May 2008
December 15, 2007	January 31, 2007	June to December 2008

II. INTRODUCTION

This Request for Proposal (RFP) contains specifications covering the planning and operation of charitable kickball tournaments as specified herein. The RFP shall not be construed to be any of the following:

To create an obligation on the part of WAKA Kickball to enter into a contract with any venue/organization/community,
To serve as a basis for a claim for reimbursement for expenditures related to the development of a proposal.

Notwithstanding other provisions of the RFP, venue/organization/community managers are hereby advised that this request is an informal solicitation of proposals only. It is not intended nor is it to be construed as engaging in formal competitive bidding pursuant to any statute, ordinance, policy or regulation.

III. WAKA KICKBALL

WAKA Kickball started in 1998 and is the preeminent adult kickball organization, the only national kickball league, and the world governing body of kickball. WAKA enjoys near 100% growth every year. WAKA is a social-athletic organization created to advance the joy of kickball around the world through the mission statement – “To provide a unique club with an inclusive co-ed social culture and establish the WAKA Kickball experience as the New American Pastime!” WAKA manages the adult kickball program for a season of play and social activities, and organizes and directs the World Kickball Championship Tournaments.

IV. WAKA KICKBALL EVENT SERVICES

WAKA Kickball is a full service events management company. We offer support to charitable organizations based on their needs and requests. A full list of event services and prices is available upon request after submission of the WAKA Charity RFP.

V. BID PROPOSAL INSTRUCTIONS

On or before the deadline dates, interested venues/organizations/communities are requested to submit a proposal via email or fax including the following information on company letterhead:

A. Charity Specifications

Details on the beneficiary of the proposed kickball event, including proof of 501(c)-3 not for profit status.

B. Event Specifications

Outline of proposed kickball event including date, location, number of participants, sponsors, affiliates, media coverage and fundraising goals. Please be sure to be thorough in your description and details of your event, and include examples of past events and references as needed.

C. Request Specification

Outline the needs for your tournament and the specific ways you would like to partner with and receive support from WAKA Kickball.

D. Financial Specification

Outline the overall event budget, funding, sponsors, and event goals.

VII. REVIEW OF PROPOSALS AND SELECTION

WAKA Kickball will review proposals from venues/organizations/communities and may request an interview with applicants. WAKA Kickball reserves the right to reject any or all proposals received in response to this request or to negotiate separately with any venue/organization/community when it is determined to be in the best interest of WAKA to do so. Any and all costs for developing responses to this RFP are entirely the responsibility of the management of the organization submitting the proposal and shall not be chargeable to WAKA Kickball.

Thank you! WAKA Kickball appreciates your interest and will respond to your proposal promptly.