

THE CALLING 2019 REQUEST FOR PROPOSALS



OVERVIEW

The Calling is a three-day annual mountain snowmobiling festival in Revelstoke and Sicamous, British Columbia. The Calling offers competitive, non-competitive, and interactive events designed to promote motorized mountain survival. The Calling will attract snowmobilers, professional athletes, and people interested in winter/extreme sports. The Cross Country Race is The Calling's premiere event. The Cross Country Race is the most exclusive, high quality, big mountain, backcountry snowmobiling event in the world and offers the largest cash haul in snowmobiling to attract high profile professional athletes in the industry.

SKADI Foundation is currently seeking individual contractors to fulfill roles required to produce The Calling 2019! The Calling 2019 is SKADI Foundation's first flagship fundraising event and may be subject to minor, complex and frequent changes to plans. You should apply for this role if you want to be a part of something EPIC, can handle the challenge, can work under pressure, and are willing to work as a team to achieve a common goal including helping others and meeting deadlines.

This role is not meant to replace your current employment; responsibilities can be fulfilled on a casual basis. The contract term is upon acceptance to April 2019. Contractors must have the ability to enter Canada as all contractors will be required on-site full-time during the festival. Contractors must have access to reliable online capabilities (as we primarily work remotely) and have basic computer skills.

Tentative Festival Date: TBD (end of March/early April)
Events and Activities to be held in Revelstoke and Sicamous, British Columbia, Canada

The following roles are available:

Cross Country Race Director
Freeride Competition Director
Avalanche Awareness and Riding Clinics Director
Photo and Video Challenges Director
Social Events Coordinator
Marketing Coordinator
Media Production Coordinator
Freeride Competition Media Production Coordinator
Base Camp Coordinator
Base Camp Safety Coordinator
Backcountry Safety Coordinator
Volunteers Coordinator

The SKADI Foundation Board and Executive Team will evaluate proposals based on the following conditions: on-time submission, capabilities (contractor and sub-contractor experience, resources), approach (overall plan and structure), and price. Only considered applicants will be contacted within one week of the submissions deadline.

Follow the Proposal Instructions below to complete your Proposal. Supporting documents are available on the SKADI Foundation website: <http://www.skadifoundation.com/thecallingrequestforproposals>

Documents provided to assist you with completing your Proposal include:

Proposal Instructions
Individual Proposal Templates
The Calling 2018 Festival Operations Plan
Risk Assessment Package

Supporting Documents for Legal and Liability Management Sections:

Revelstoke Special Events Permit Package
Renting on City Owned Property
Outdoor Special Events Policy
Field Use Rental Agreement
Temporary Food Service Guidelines
CAPE Application
Designated Driver Program

Proposals will be accepted by email to skadifoundation@gmail.com. Ensure your full name, phone number, email address, and a description of relevant experience and qualifications are provided in your submission email. Please email skadifoundation@gmail.com for technical issues and questions.

SKADI Foundation
Box 362
Revelstoke BC V0E 2S0
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PROPOSAL INSTRUCTIONS

- STEP 1:** Review documents required to assist you with completing your Proposal (Proposal Instructions, Individual Proposal Template, The Calling 2018 Festival Operations Plan, Risk Assessment Package)
- STEP 2:** Use the following instructions to complete sections in your Proposal.

THE CALLING PROFILE

The Calling Profile section outlines the mission, objectives and management of The Calling. This section is the same in every proposal. You do not need to do anything here.

ACTIVITY PROFILE

The Activity Profile is our overall vision for your area of responsibility. You are not required to make changes to this section. Provide input, suggestions, or alternate Activity Profiles if adjustments are required to produce your Activity.

ROLES AND RESPONSIBILITIES

The Roles and Responsibilities section is the same in every proposal. This section outlines the expectations of your role. You are not required to make changes to this section.

CONTACTS SHEET

The Contacts Sheet provides vital/accessible information for safety and the team. You may add additional contacts at the end of the Contacts Sheet but it is only required by awarded Proposals.

TIMELINE AND ACTIVITY SCHEDULES

Timelines and Activity Schedules provide vital/accessible information for safety and the team. Provide a general overview of your approach (overall plan and structure). Detailed Timelines and Schedules will be required by awarded Proposals.

The Calling 2018 Project Development/Implementation Timeline

This table is for your information only.

Director/Coordinator Development/Implementation Timeline

This table provides us with an outline of when and how you will implement your Activity. Add tasks that will need to be completed but you are not sure when in the first row. Add tasks that you would like to complete or need to be complete by a certain time in the second and third rows.

Daily Schedules

These daily schedules break-down tasks to be completed during the festival. Provide a general overview of schedules for all user groups involved in your Activity. For your reference, Master Festival Schedules and a Festival User Groups table can be found in *The Calling 2018 Festival Operations Plan*.

BUDGET

The Calling 2018 is subject to funding. Additional expenses are expected in the first year of the festival. To achieve funding, we require streamlined expenses. Request quotes and estimates when building your budget. Let potential vendors know SKADI Foundation is a certified foundation and The Calling is a non-profit fundraiser; in-kind contributions will be included in the Sponsorship Skeleton. We are working towards establishing a Definitive Budget (+10% to -10% accuracy) to present to interested Sponsors.

The Budget section of the Proposal provides you with the opportunity to indicate the price of your Proposal. Provide a general break-down of expenses and potential in-kinds and receivables. Use cost-per-unit if required quantities are unavailable.

MARKETING

The Marketing Coordinator's objective is to produce a cohesive and controlled brand for The Calling. The Marketing Coordinator is responsible for supplying all print and online Media for the festival. Provide a list of additional print or online media required to produce your Activity.

LEGAL AND LIABILITY MANAGEMENT

Review potential Legal and Liability Management considerations for your Activity. Use these to assist you with building your plan and budgets. Supporting Legal and Liability Management documents are provided on the SKADI Foundation website: <http://www.skadifoundation.com/thecallingrequestforproposals>. Provide a list of required considerations for your Activity.

Note: Radio Use Permits may be provided by the Base Camp Safety Coordinator and Liability Insurance may be provided by Administration.

Legal and Liability Management considerations can be researched on the following website:
<http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/pses-mpes/major-planned-events>

POLICIES

Review Policy considerations for your Activity. Provide a list of required policies for your Activity.

RISK MANAGEMENT

Review the Risk Assessment Package provided on the SKADI Foundation website:
<http://www.skadifoundation.com/thecallingrequestforproposals>. Provide additional Risk Management considerations for your Activity. Safety Coordinators will assist with developing official Risk Management Plans in awarded Proposals.

SITE PLAN

Site Plans are required by Vital Services. Provide a rough Site Plan using information provided in the Risk Assessment Package provided on the SKADI Foundation website:
<http://www.skadifoundation.com/thecallingrequestforproposals>. Safety Coordinators will assist with official Site Plans in awarded Proposals.

EQUIPMENT

Provide a list of equipment required to produce your Activity.

CONTRACTORS

The Contractor, Sponsors, Stakeholders and Community Resources sections provide you with an opportunity to identify your resources. Provide a list of Contractors required to produce your Activity.

VOLUNTEERS

Provide a list of volunteers required to produce your Activity by completing the sampled Volunteers Request Form. Arrangements can be made with a specific volunteer but for liability and security purposes all volunteers must be registered by the Volunteers Coordinator. Volunteers cannot be given money or gift certificates for their services.

SPONSORS

The Marketing Coordinator and Executive Team are tasked with soliciting and managing Sponsors. Our intention is to reduce conflict-of-interest and maintain a professional image. If you have a Sponsor connection please let us know and we will provide you with solicitation approval and a sponsor package. Provide a list of potential sponsorship and exposure opportunities within your Activity.

STAKEHOLDERS AND COMMUNITY RESOURCES

Provide a list of Stakeholders that may need to be solicited to conduct your Activity. The Executive Team is tasked with soliciting Stakeholders. A list of Stakeholders can be found on the Contacts Sheet in *The Calling 2018 Festival Operations Plan*. Provide a list of potential community clubs and community resources that may be utilized to produce your Activity.

ADDITIONAL NOTES

Provide additional information or ideas you have for your Activity.