



REQUEST FOR PROPOSALS: FACILITATE A CACC EDUCATIONAL WORKSHOP

The Conifer Area Chamber of Commerce (CACC) is soliciting RFPs from subject matter experts within our membership who are interested in presenting engaging, interactive workshops for the Chamber membership. We are currently seeking proposals for October 2017- May 2018. To be considered, please complete the RFP below. You may submit as many RFPs as you wish, but only one topic may be submitted per RFP. **Facilitators are selected based on session topic, expected outcomes and facilitation experience. The deadline for submissions is September 1, 2017.**

The FIRST Class Mob will be held on Wednesday, October 18th from 6:00-8:00pm. Locations will be given once RFPs have been selected. The themes we will be focusing on are:

- **FINANCIAL SUMMIT:** Sharpen your skills and best practices by increasing your understanding of money management, consumerism and financial planning.
- **MARKETING MANIA:** Do you have burning questions about marketing strategies and marketing content? Do you know what value propositions you are offering your customers? No? Come learn how to increase your visibility and credibility.
- **OPTIMIZING OPERATIONS:** What is your expertise when running your business? What systems and processes do you have in place to optimize your time? We know you work “in” your business. The question is how much time you devote to working “on” your business. Learn from the experts on how to strengthen the foundation of your business.
- **PERSONAL + PROFESSIONAL MASTERY:** Every action we take or don’t take can have a compound effect. It’s not about being “perfect”; it’s about perfecting the practice. Work from your strengths and benefit your life and your business. You are the most valuable commodity in your business. Learn how to take care of you, build on your strengths and reap the benefits.

SELECTION CRITERIA

Facilitators must:

- be members of the Conifer Area Chamber of Commerce
- demonstrate their ability to tailor their presentation to the CACC membership
- have experience in presentation and workshop facilitation
- be willing to volunteer his/her time and resources to design and deliver the workshop

FACILITATOR RESPONSIBILITIES

- Provide a copy of all workshop materials for each participant
- Promote the workshop to their own networks

CACC RESPONSIBILITIES

- CACC will promote workshops on social media pages as well as the chamber website.
- CACC has the right to cancel any workshop which has less than 6 pre-registered attendees.
- CACC will provide pens and general post-workshop evaluations to all attendees

CACC EDUCATIONAL WORKSHOP RFP

Name: _____

Email: _____

Phone number: _____

Company Name: _____

Address: _____

Website: _____

Notes: