



THE CORPORATION OF THE TOWN OF GODERICH
Request for Proposal (RFP)
Event Assistant for 2026 Salt & Harvest Festival

Date of RFP Issue: **June 3, 2026**

Submissions must be received on or before: **Friday, June 12, 2026 at 12 PM (Noon)**

Proposals are to be submitted via email to:

Andrea Fisher, Director of Legislative Services/Clerk
afisher@goderich.ca

Introduction

The Town of Goderich (“Town”) is seeking a qualified and experienced event assistant(s) (“Event Assistant”) to support the Goderich Salt & Harvest Festival, to be held in Goderich in Courthouse Square Park on September 3-6, 2026, for the Salt & Harvest Festival. The Event Assistant’s services include, but are not limited to, event production, and overall event management coordination, including day-of-event coordination, programming, and implementation.

Eligibility

The Town of Goderich invites all interested parties to submit a proposal.

Background

Now in its fourth year, the Goderich Salt & Harvest Festival, will be held August 28 - 30, 2026. It includes a weekend of Salted local history, music, entertainment, and attractions, this three-day festival has been positioned as Goderich’s signature festival weekend.

The Event Assistant will be expected to provide all services necessary and appropriate to manage and execute the Goderich Salt & Harvest Festival, including but not limited to the services (“Services”) detailed herein.

Scope of Work

The Services outlined herein are not intended to be exhaustive. The selected Event Assistant is expected to be, among other needed skills: organized; detailed oriented; flexible; an effective verbal and written communicator; calm under pressure in the best interest of the Salt & Harvest Festival and Tourism in Goderich.

The Event Assistant will have distinct roles for each festival:

- **Goderich Salt & Harvest Festival – Support Role**
- The Event Assistant will provide support in collaboration with Tourism Staff, focusing on:
 - Assisting in the planning and coordination of events
 - Supporting logistical and vendor management needs
 - Facilitating communication with sponsors and partners
 - Supporting the execution of event marketing and promotion
- **Deliverables:**
 - Assist in developing the project plan and budget, ensuring support tasks are aligned with the primary goals.
 - Provide assistance in managing vendor relationships, ensuring deliverables are on track.
 - Support communications and marketing.
 - Assist in drafting and overseeing the execution schedule in collaboration with the main organizers.
 - Run the volunteer management program.
 - Contribute to the post-event evaluation with insights for future improvements.

- **General Management:**

- Provide logistics and operational support on the festival days as coordinated with the lead managers.
- Assist in volunteer management and task coordination.
- Help oversee equipment and staging arrangements, ensuring smooth transitions and efficient operations.
- Serve as a supporting liaison for communication among stakeholders, ensuring cohesive festival management.

Schedule

- Deadline for proposal(s) submission(s) – Friday, June 12, 2026 at 12 PM (Noon)
- Notification of successful candidate and contract signing- Wednesday, June 17 and Friday, June 19, 2026.

Budget

- Submissions must include a payment schedule.
- The total budget for this contract will not exceed \$6,000.00

Submission Requirements & Guidelines

Incomplete packages may not be considered.

Format - Proposals must be received no later than 12 PM on Friday, June 12, 2026, via email to afisher@goderich.ca in a single electronic PDF attachment, with a maximum of 15 pages using a 12-point size Calibri font with 1" margins.

Proposal Guidelines - The proposal shall include the following sections:

- Cover Letter – One (1) page summary of the Event Assistant’s background, past experiences similar to the Services expected for Festivals, and basic understanding of the Services required, and reasons why the Respondent should be selected.
- Experience Overview - Overview of the Respondent’s experience with focus given to events that reflect the perceived expectations of the Salt & Harvest Festival.
- Event Plan – Give a brief outline proposing the Respondent’s vision for the Salt & Harvest Festival.
- References – List of at least three (3) professional references, with priority placed on references within the event scope.
- Work Samples – Photos, information, and details of previous event planning.
- Other Information – Any additional information that the Respondent believes will be relevant to the RFP and the Respondent’s capability to provide the Services.
- Signature – The proposal must be signed by the Respondent.

Selection Process

The Selection Committee shall consist of the Festival and Events Coordinator, and the Director of Legislative Services/Clerk to review all submissions.

Each section will be evaluated based on the following criteria and point values:

- Completeness of RFP– 25 points
- Experience and History – 25 points
- Event Plan – 25 points
- Work Samples – 25 Points
- Maximum of 100 Points

Ownership of Submission

All submissions in response to this RFP become the property of the Town of Goderich and will not be returned and are subject to the Freedom of Information and Protection of Privacy Act.

Respondents are solely responsible for their own costs and expenses arising from or in any way connected with preparing a submission and/or subsequent discussions with the Town, if any.

The Town of Goderich reserves the right to:

- Waive any irregularity or insufficiency on any proposal;
- Accept the proposal which is deemed most favorable to the interest of the Town;
- Accept any proposal in whole or in part;
- Reject any or all proposals; and
- Internally publish the names of proponents and any cost information deemed appropriate by the Town.

Contract Terms and Conditions

The respondents shall provide the following:

- All necessary supplies, materials, and time required to complete the events

The Town of Goderich will not be held responsible for accidental damage to equipment used, rented, or owned by the respondent(s).

Upon completion, the events still stay Town of Goderich events.

The respondent(s) agrees to defend, indemnify, and hold harmless the Town of Goderich against all claims, costs, and expenses that may incur.

The Respondent will be deemed to:

- Agree that the Town of Goderich will not be responsible for any costs, losses, damages, or liabilities incurred by him/her as a result of or arising out of this Request for Proposals.

How to Apply

Submissions must be submitted by **Friday, June 12, 2026** at 12 PM Noon, by email, to:

Town of Goderich

Town of Goderich Salt & Harvest Festival Event Assistant RFP – June 2026

Attention: Andrea Fisher, Director of Legislative Services/Clerk
afisher@goderich.ca

Submissions will not be accepted past the deadline date and time.

For further information or questions related to the RFP, please contact:

Andrew Bouck

Festival and Special Events Coordinator

specialevents@goderich.ca