



The Wedding Planning Institute

a division of Lovegevity, Inc.

RFP – Workshops

The Wedding Planning Institute is seeking competitive proposals from qualified and experienced professionals, companies, firms or teams ("Proposers" or "you(r)") to provide event planning (the project) and educational services (the event) for 2 hour educational workshops.

Qualified participants must:

- have formal training in the area of wedding and social event planning
- planned weddings and social events within the last 12 months
- currently work in the wedding/event planning industry
- have a business license and business insurance

Scope of Project:

Produce a two hour educational workshop within the subject matter of wedding & social event planning with a hands-on component. Examples include:

- Designing a table
- Lighting and new lighting technology
- Timelines
- Getting the best photos – a workshop on doing a photo shoot and getting your picture taken
- Bouquets
- Invitations
- Favors
- Centerpieces
- Gowns
- Formalwear
- Wall Design
- Ceiling Scapes
- Color Coordination
- Rehearsals
- Choosing a venue
- Interviewing vendors
- A New Trend
- Etiquette
- Green-Eco Friendly Weddings
- A Fabulous Frugal Affair



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Accepted proposals will be added to LWPI event calendar, promoted to our database of registered users within the market area of the workshop who have expressed an interest in receiving educational materials from LWPI. LWPI will also market each accepted workshop through the LWPI website, campus community, newsletter, blogs and discussion boards. LWPI will also submit and post a press release about the upcoming workshop. Proponents should be willing to be interviewed for media clips and press releases. LWPI will acceptance registrations for each workshop and provide proponents with a list of registrants prior to the workshop date.

Proposals should be submitted in the format outlined in the RFP. All areas need to be addressed in order to be considered a complete proposal for consideration.

Name:		Title:	
Email:		URL:	
Company:		Work Phone:	
Mobile:		Fax:	
Street:		Street2:	
City:		State:	Zip: Country:
Currency:			
Event/Work Shop Name:		Event Frequency:	

Currency for RFP: USD – US Dollar, AUD – Australian Dollar, CAD – Canadian Dollar, CHF – Swiss Franc, EUR – Euro, GBP – British Pound Sterling, JPY – Japanese Yen, MXN – Mexican Peso, NZD – New Zealand Dollar

Event Frequency: One Time, Monthly, Quarterly, Semi-Annual, Annual, Biennial

Event/Work Shop Objectives:



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Scope of Workshop Outline:

1. Preliminary work: pre-planning activities, announcement of the workshop, promotion of the workshop, building excitement for the workshop.

2. Core Objectives: subject of the workshop, what you hope participants take away from the two-hour workshop. What will you cover, what vendor will you invite, is it a tour of a venue or facility such as a rental company warehouse.

3. Materials needed: Hands-on activities may require materials, or passes/tickets to tours or events, hand-outs.

4. Timeline of your 2-hour workshop.

1 – 15 Min	16 – 30 Min
31 – 45 Min	46 – 60 Min
61 – 75 Min	76 – 90 Min
91 – 105 Min	106 – 120 Min



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5. Financials – What will this event cost? What are your fees based on per hour cost?

Item:	Description/Quantity	Cost
		Total:

By submitting this RFP you agree to the terms and conditions outlined here.

Signed: _____

Name: _____

Date: _____

Terms:

Appendix A TERMS OF ENGAGEMENT

1. Acceptance of the Proposal

The Wedding Planning Institute reserves the right to refuse any proposal. The RFP should not be construed as a contract to purchase services. The Wedding Planning Institute shall not be obligated in any manner until a written agreement relating to an approved proposal has been duly executed.

2. Proposal Revisions

Proposal revisions must be received prior to the RFP acceptance date.

3. Financing of Proposals

The Wedding Planning Institute will not pay the cost associated with preparing and submitting proposals.

4. Acceptance of RFP Conditions

Receipt of proposal offer will be considered acceptance of the RFP terms and conditions by the proponent, and will be incorporated in the proponent's proposal.



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5. Subcontracting

Subcontracting is allowed as a condition of the anticipated contract for service. When allowed, proposed subcontractors must be listed. Joint proposal submissions must indicate which proponent has overall responsibility for project management.

6. Project Contract

The Wedding Planning Institute will contract with the team leader from the proposing company. The team leader will assume all responsibility for additional contractors or workers.

7. Negotiation Delay

If a written contract cannot be concluded within fifteen days of notification to the designated proponent, The Wedding Planning Institute may, in its sole discretion, terminate negotiations with that proponent and either negotiate a contract with another proponent of its choice or choose to terminate the RFP process and not enter into a contract with any of the proponents.

8. Proposals as Part of Contract

Proposals may be negotiated with proponents and, if accepted, may form part of any contract awarded.

9. Media Interviews

Under no circumstances will any employee or representative of the Contractor consent to provide any media interviews respecting or touching the Agreement of Service without specific written permission from The Wedding planning Institute.

10. Indemnification

Contractor hereby indemnifies and holds The Wedding Planning Institute, a division of Lovegevity.com, Inc. harmless of, from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any communication or action by Contractor in the performance or purported performance of this Agreement by Contractor; injury or death of a person, or loss or damage to property caused or alleged to be caused by Contractor in carrying out this project claims relating to the infringement of copyright, trademarks, confidential information or any other intellectual property rights or the use of any other content of the research for which Contractor was required by this Agreement to obtain permission(s).

11. Assignments and Subcontracting

Contractor shall not assign this Agreement in whole or part without the prior written consent of The Wedding Planning Institute and any assignment made without that consent is void and of no effect.

12. Default

The following constitutes Events of Default:

12.1 Contractor becomes bankrupt or insolvent or is placed in receivership or takes the benefit of any statute relating to bankrupt or insolvent debtors;

12.2 An order is made or resolution is passed for the winding up of Contractor, or Contractor is dissolved;



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12.3 Contractor is in breach of the performance of, or compliance with, any term, condition or obligation on Contractor's part to be observed or performed, LWPI had notified Contractor in writing of such breach, and Contractor has not remedied such breach within a reasonable time subsequent to the written notification;

12.4 Contractor has submitted false or misleading information to The Wedding Planning Institute, a division of Lovegevity.com, Inc.; In the opinion of The Wedding Planning Institute acting reasonably, Contractor has failed to make satisfactory progress in carrying out the project.

12.5 If an Event of Default occurs, The Wedding Planning Institute may avail itself of the following remedy:

(a) Immediate termination of this Agreement. Upon termination, The Wedding Planning Institute shall cease to have any obligation to make further payment of the eligible costs of the Project, with the exception of amounts owing on project deliverables or activities completed.

13. Non-Waiver

It is understood and agreed that either party may not waive any provision of this Agreement intended for such party's sole benefit, but it is further agreed that any waiver of the performance of any condition by the other party shall not constitute a continuing waiver of any other or subsequent default, but shall include only the particular breach or default so waived. All waivers must be proposed and mutually agreed upon.

14. Regulatory Approvals

All regulatory approvals for equipment for use must be obtained prior to acceptance by The Wedding Planning Institute.

15. Disclaimers/Limitations of Liability

Neither acceptance of a proposal nor execution of an Agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial/territorial, regional district or municipal statute, regulation or by-law. It is the responsibility of the Contractor to obtain such prior to commencement of the services under the proposed contract.

16. Copyright

The copyrights, trademarks and other intangible or tangible rights relating to the underlying Works belong to LWPI, and shall be delivered forthwith to The Wedding Planning Institute upon completion of the particular project, or as otherwise requested by The Wedding Planning Institute. Contractor waives all moral rights in these Underlying Works and warrants that authors who have created any Underlying Works subject to copyright protection. Upon termination of the Agreement, Contractor shall deliver to The Wedding Planning Institute release forms as required by The Wedding Planning Institute which prove that all necessary rights have been cleared in the Underlying Works and in the research, including any copyrights, trademarks or other intellectual property.

The copyright in the research belongs to The Wedding Planning Institute and The Wedding Planning Institute has all rights whatsoever in the research including any use, reproduction and distribution now known or later developed. Contractor warrants that Contractor has the authority to grant all rights in the research to The LWPI. Contractor waives all moral rights in the research.



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The Wedding Planning Institute may choose to register, document or protect its rights obtained under this Agreement including any patents, trademarks, industrial designs, copyrights (and waivers or moral rights) or any other rights in accordance with the laws and practices in California and in any other jurisdictions, with The Wedding Planning Institute as the owner of the rights therein, and at The Wedding Planning Institute expense, and Contractor agrees to sign any necessary and/or desirable documents for purposes of registering, documenting or protecting LWPI rights, and to secure the same from any third party who worked with Contractor for purposes of this Agreement or whose work, including any intellectual property, was used for purposes of this Agreement, whether during or after the duration of this Agreement.

17. Confidentiality and Security

17.1 Other Purpose

This document or any portion thereof, may not be used for any purpose other than the submission of proposals.

17.2 Security of Information

The successful proponent must agree to maintain security standards consistent with security policies of LWPI. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties under the terms of any contract.

17.3 Disclosure

All documents submitted by proponents shall become the property of The Wedding Planning Institute, and as such will be subject to the disclosure provisions of the Access to Information Act and the Privacy Act. Information pertaining to The Wedding Planning Institute obtained by the proponent as a result of participation in this project is confidential and must not be disclosed. The Wedding Planning Institute, a division of Lovegevity.com, Inc., its employees, agents and consultants expressly disclaim any and all liability for representations, warranties expressed or implied or contained in, or for omissions from this RFP package or any written or oral information transmitted or made available at any time to a proponent by or on behalf of The Wedding Planning Institute.

Nothing in this RFP is intended to relieve a proponent from forming its own opinions and conclusions in respect to this RFP.

The Wedding Planning Institute reserves the right to modify the conditions of the RFP, at any time.