



**Wood-Pawcatuck Wild and Scenic Rivers  
Stewardship Council**  
203 Arcadia Road  
Hope Valley, RI 02832  
WPWildRivers.org

### ***Request for Proposals: Signature Event Planner***

#### ***Background:***

In March 2019, U.S. Congress designated seven rivers within the Wood-Pawcatuck Watershed as part of the National Wild and Scenic Rivers System. As a result, the Stewardship Council formed as a multi-stakeholder group with representation from 12 towns within the watershed. The Stewardship Council works to preserve, protect, and enhance the special environmental, cultural, and recreational values of the Wood-Pawcatuck Watershed. This includes hosting interactive, educational, and celebratory events to highlight the importance of these valuable resources.

#### ***About this position:***

The Stewardship Council seeks an experienced and enthusiastic Event Planner to assist the Council in developing, coordinating, and implementing a watershed-wide signature event. This umbrella-event consists of many small, river-related activities taking place in many towns within one weekend. The event planner will coordinate with local groups to develop and host events to celebrate the Wood-Pawcatuck Wild and Scenic Rivers.

#### ***Rivers Day Signature Event***

The goal for this event is to inform the public on the value of the rivers, their outstanding resources, the value of their designation as Wild and Scenic Rivers, and opportunities to engage in stewardship and recreational activities.

To accomplish this goal, the Wild & Scenic Stewardship Council will host its first signature "Rivers Day" with groups and associations putting together their own special river activities in the watershed. The idea is for local community groups to lead their own river-related activity in each watershed town, including North Stonington, Sterling, Stonington, and Voluntown in Connecticut, and Charlestown, Exeter, Hopkinton, North Kingstown, Richmond, South Kingstown, West Greenwich, and Westerly in Rhode Island. Each activity should aim to celebrate the cultural, environmental, and/or recreational values of the rivers within the Wood-Pawcatuck watershed. Examples of these activities can range from a picnic, to a paddle or hike, to an art display or concert. All "Rivers Day" events will take place during one weekend and be advertised together for wide public participation and awareness.

#### ***Planning***

The Event Planner will focus their time on outreach to local community groups and advertising the event to the public. The Planner will recruit community groups to lead an activity in each of the 12 towns

within the watershed. The Planner will work with local groups to understand their activities and organize logistics, as to advertise activities to the public. This will require frequent communication and follow-through. The planner will develop and implement event advertising strategies and materials.

*Timing*

The signature event is scheduled to occur June 25-26, 2022. This position is scheduled to begin in February 2022 and end in early July 2022. The selected consultant should plan to allocate 10-15 hours per week for this project.

***Requirements:***

The selected consultant should have some experience in large event planning. They must be able to communicate effectively in-person and by phone and email. They should also have familiarity with the Wood-Pawcatuck watershed's environmental, cultural, and recreational values.

The selected consultant must be able to provide a Completed W9, Certificate of Insurance for General Liability naming WPWA as an additional insurance, Certificate of Workers Comp insurance or a waiver.

***To apply:***

Email proposal including resume, hourly rate, reference list and letter of interest to Natural Resource Specialist, Lauren Bonatakis, [lauren\\_bonatakis@nps.gov](mailto:lauren_bonatakis@nps.gov) and Wild and Scenic Rivers Coordinator, Kassi Donnelly, [wpwilddrivers@wpwa.org](mailto:wpwilddrivers@wpwa.org) by 5 PM January 31, 2022.