

REQUEST FOR PROPOSAL
NWCC 2018 AWARDS COORDINATOR

The purpose of this request is to provide an outline of guidelines and expectations for the Awards Coordinator position for the 2018 show season.

It is advised that anyone interested in providing proposals for the position of 2018 NWCC Awards Coordinator review the NWCC Directory to get an idea of the number of award categories, etc., from the previous year. Also, you are always welcome to contact Board members to ask questions regarding expectations.

Proposals are due to the NWCC Board by September 1, 2018, for the awards to be presented at the Year End Awards Banquet held at the end of January 2019. Your proposal needs to be detailed in the types of awards you plan to provide and how you plan to coordinate the notifications to award winners and their selection process as you envision it. NWCC has had several different types of methods utilized previously so we are not tied to a particular way of accomplishing this, so bring us your ideas!

It is understood that the Awards Coordinator is responsible for providing the necessary number of Champion and Reserve awards for each Class that qualifies as well as providing a division Champion and Reserve award for 12 performance divisions and 3 Halter divisions as well as an All Around & Reserve All Around. You will see these divisions in the NWCC Directory previously mentioned. The 3 halter division awards typically are a little lesser value than the performance awards as they have only one class to count for their high point versus the performance divisions having a minimum of 3 different classes to count. The Awards Coordinator is responsible for getting all of the awards to the Banquet location and for setting up the Awards for display and distribution.

It is understood that we will not know the final number of class winners or the actual total of funds available to work with until November. However, we will be able to provide the Coordinator with close estimates starting at the time of the acceptance of a proposal for the year and will make the first payment of 50% of those estimated funds on approximately 9/15 (upon acceptance of a proposal). Upon receipt of a detailed invoice for awards cost (no earlier than November 30th), a second payment will be released for 90% of that total cost (less the payment made in September). The final 10% will not be paid out until such time as all awards are delivered and distributed to the recipients at the annual Banquet. It should also be noted that if award recipients indicate they will not be attending the Banquet to pick up their awards, the Awards Coordinator will be responsible for shipping the awards, but the award winner will be charged a \$50 fee plus

the cost of shipping. Coordinator will receive part of the \$50 for the extra time in having to handle and ship the award.

Absolutely NO gift certificates are allowed! It will be up to the Awards Coordinator to determine any combining or adding together class awards to “upgrade” so to speak; however, if this is done in any form, you must be able to provide a system of assigned points values to explain how you achieved the upgrades and the same upgrades must be available to everyone.

Lastly, all award recipients are responsible for making a choice for their award and making the Awards Coordinator aware of their choices by the deadline set forth by the Awards Coordinator. Because of past delays with people not meeting that deadline, NWCC has decided that if a choice is not made by the recipient by that deadline, a generic award will be chosen for them and there will be no personalization or customization. Coordinator is responsible for choosing those options (embroidered halter just saying NWCC Champion or Reserve Champion, throw blanket, picture frame, etc. – we welcome your ideas).

All proposals should be submitted to Shannon O’Dell, NWCC Treasurer, contactnwcc3@gmail.com by the September 1, 2018 deadline.

Thank you,

NWCC 2018 Board

Chair – Linda Vance

Vice Chair – Missy Neill

Secretary – Mary Anne Black

Treasurer – Shannon O’Dell

At Large – Kory Kumar, Corey Ingle, Kari Fye