

The Board of Directors of the Wedding Professionals of Central Florida seeks to fulfill its duty to serve and its desire to improve its organization by issuing this Request for Proposal (RFP). It does so equally and without prejudice and agrees to accept and consider all bids in a timely fashion and likewise make public its debate and decision. **Deadline for receipt of proposals is Friday, April 27, 2007.**

The Wedding Professionals of Central Florida, Inc. (WPCF) is a Florida Not for Profit Corporation (incorporated 1992), exempt from Federal Income Tax under section 501(c)(6) of the Internal Revenue Code of 1986. WPCF (the organization) consists of approved business and individual memberships (paid and honorary) who agree to abide by a code of ethics. The functioning of the organization is attended to by a Board of Directors (Board) of members who have been elected to service by their fellow members and committees consisting of members who have volunteered. The Board, authorized by a member approved Constitution and By-Laws (By-Laws) has charge of all affairs and acts in the name of the organization to protect and support both the uncompromised status of the organization and its purpose. The purpose of WPCF is to promote the common business interests of wedding professionals in the Central Florida area.

SERVICE/PRODUCT: January Bridal Show/Coordinator

DESCRIPTION: Provide, at the discretion of the Board (or its assigned agent) the services of producing the Association's January Bridal Show (and its purpose). The purpose of the WPCF Bridal Show is to positively contribute to the furtherance of the purpose of the organization by serving both the membership and the organization as a tool for their marketing and the community as a resource for information.

REQUIREMENTS: Generally, the awarded of this contract will be required to present proper documentation of their status as a business legally recognized by any and all controlling municipalities or agree to accept a contract for service on a sub-contractor basis and be personally responsible for payment of all applicable taxes, etc.

Specifically, the awarded of this contract will be required to, in a timely fashion successfully accomplish the directives/requests from immediate supervisor/contact; the chairperson of the Bridal Show Committee (the duties of the Bridal Show Committee include, but are not limited to, field requests/directives from the Director of Bridal Services and communicate those to the Bridal Show Coordinator (and visa versa), as well as communicate their own requests/directives to the Bridal Show Coordinator and supervise the actions of the Bridal Show Coordinator, the status of the Show and report their findings to the Board of Directors.

SPECIFICATIONS:

1. Are you understanding of and willing to abide by the terms outlined in this RFP?
2. What is your charge(s) -- please include the terms, conditions and restrictions, and what, if anything is negotiable?
3. What, if any, additional services can you provide WPCF which you think would be of significant additional benefit to this proposal -- please provide any charges, etc. (see #2).
4. Provide any references or other items you deem relevant and beneficial to your proposal.