



INSTITUTE FOR
**CITIZENS &
SCHOLARS™**

Request for Proposals | Temporary Event Planner

Location: Remote, with travel to events

Contractor Timeframe: October 15, 2025 – April 30, 2026

Compensation: \$50,000 maximum

INTRODUCTION

The Institute for Citizens & Scholars (“Citizens & Scholars”) is seeking proposals from qualified event planners to develop and execute our fall and winter events (convenings). This position provides temporary coverage for our Director of Events, who will be taking leave in early December. In the fall, you will support the Director of Events with late-stage preparation for two events in Washington, D.C. as a means of getting to know the C&S approach/process. For later convenings, you will engage more directly with early-stage preparation for two January events in D.C. and will take the lead on those events when the director goes on leave. We are looking for experienced professionals or firms who specialize in event planning from concept to day-of management.

TIMELINE

- *RFP Release Date:* September 25, 2025
- ***Proposal Submission Date: October 6, 2025***
- *Selection of Event Planner:* October 10, 2025

KEY EVENTS (*must attend in person*):

October 23-24, Washington DC (Georgetown University)

Affective Polarization Convening (Part 2)

Approximate # of attendees: 100-110 + 6-8 staff + 12 speakers

- **October 23:** Measurement Brain Trust gathering (*tentative, approximately 12 ppl*) + dinner for convening attendees (*approximate #*)
- **October 24:** Affective Polarization Convening (*approximately 110 attendees, 3 panels—agenda organized by program team*)

January 19-21, 2026, Washington DC

Campuswide Immersion (CWI) Convening—Cohorts 1-3

Approximate # of attendees: 42-45 + 6-8 staff + 1 speaker

- **January 19:** Informal dinner for those in D.C. early
- **January 20-21:** Event sessions

January 23-25, 2026, Washington DC

Leadership Council Convening, College Presidents for Civic Preparedness

Approximate # of attendees: 20-25 + 6-8 staff + 1-2 speakers

- **January 23:** Opening dinner
- **January 24-25:** Event sessions (primary venue)

KEY RESPONSIBILITIES & SPECIFIC TASKS

October-November 2025	Shadow/support incumbent (30 hrs/wk) <i>Specific tasks:</i> <ul style="list-style-type: none">• Support planning/coordination/arrangements for October 23-24 events in D.C. with Georgetown University hosts (assist/get familiar/observe C&S approach & process) <i>May include:</i><ul style="list-style-type: none">○ Hotel planning, rooming lists○ Meals/BEOs/headcounts/seating plans○ Registration/RSVPs/surveys/attendee communications○ Prep of nametags, materials, etc.○ Transportation (e.g., shuttles to campus; attendees manage own flights/trains/local transport)○ Room arrangements/breakouts/etc.○ Communication with local contacts at campus○ Vendor payments and follow-up reimbursements○ Expense tracking and budget management• Attend in-person October 23-24 events in D.C. with Georgetown; provide any onsite hands-on support required• Support early planning/coordination/arrangements for January 2026 events in DC (with a local contact on the DC end) <i>May include:</i><ul style="list-style-type: none">○ Hotel planning, rooming lists○ Meals/BEOs/headcounts/seating plans○ Registration/RSVPs/surveys/attendee communications○ Prep of nametags, materials, etc.○ Transportation (e.g., shuttles to TBD campus; attendees manage own flights/trains/local transport)
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	<ul style="list-style-type: none"> ○ Room arrangements/breakouts/etc. ○ Communication with local contacts at TBD campus ○ Vendor payments and follow-up reimbursements ○ Expense tracking and budget management ● Potentially support registration/sign-on for one October virtual event (Presidents Forum) w/30-40 participants (depending on leave dates) ● Potentially support early planning for Faculty Institute event in summer 2026; potentially support Faculty Institute virtual gatherings ● Potentially support early planning for Carnegie Young Leaders event in summer 2026
Early December 2025 <i>(approximately)</i>	<p>Incumbent leave begins</p> <p>Temporary events lead role (40 hrs/wk):</p> <ul style="list-style-type: none"> ● Take over planning/coordination/arrangements for Jan 2026 events in D.C. (with a local contact on the D.C. end) <p><i>May include:</i></p> <ul style="list-style-type: none"> ○ Hotel planning, rooming lists ○ Meals/BEOs/headcounts/seating plans ○ Registration/RSPVs/surveys/attendee communications ○ Prep of nametags, materials, etc. ○ Transportation (e.g., shuttles to TBD campus; attendees manage own flights/trains/local transport) ○ Room arrangements/breakouts/etc. ○ Communication with local contacts at TBD campus ○ Vendor payments and follow-up reimbursements ○ Expense tracking and budget management
Jan 19-21, 2026	<p>Temporary events lead role (40 hrs/wk):</p> <p>Attend/support CWI convening—Cohorts 1-3, Washington D.C.</p> <p><i>Approximate # of attendees: 42-45 + 6-8 staff + 1 speaker</i></p> <ul style="list-style-type: none"> ● Jan 19: Informal dinner for those in D.C. early ● Jan 20-21: event dates
Jan 23-25, 2026	<p>Temporary events lead role (40 hrs/wk):</p> <p>Attend/support CP2 Leadership Council Convening, D.C.</p> <p><i>Approximate # of attendees: 20-25 + 6-8 staff + 1-2 speakers</i></p> <ul style="list-style-type: none"> ● Jan 23: Opening dinner ● Jan 24-25: Primary venue
February-late March 2026	<p>Temporary events lead role (40 hrs/wk):</p> <ul style="list-style-type: none"> ● Follow-up to above events ● Support registration/sign on for two virtual events (Presidents Forum) in February and April w/30-40 participants ● Support early planning for Faculty Institute event in summer 2026; potentially support Faculty Institute virtual gatherings ● Support early planning for Carnegie Young Leaders event in summer 2026

	<ul style="list-style-type: none"> • <i>[Unconfirmed]</i> Support early planning for Our Voices Summit event in summer 2026 if required • Other support as needed
Late March 2026	Director of Events returns from leave
March-April 2026	Support incumbent (30 hrs/wk) Support incumbent's transition back to work, including follow-up on above events (payment processing, etc.) and additional support on summer 2026 events

BUDGET

The budget for this work will be \$50,000. For the time spent overlapping with the Director of Events prior to her leave the position will require approximately 30 hours per week. During her leave, the requirement will be up to 40 hours per week. All related expenses, including but not limited to printing, postage, mail house, and email platform fees, will be paid separately and directly by Citizens & Scholars above and beyond this contractual fee. Payment terms and invoicing schedule will be negotiated with the selected contractor.

Proposal Requirements

Interested contractors are encouraged to submit proposals of between five and seven pages that include:

- **About You:** We'd like to know how long you have been planning events and if you have worked with non-profit organizations in the past.
- **Project Team Members:** If applicable, please identify key members of your proposed team who will be responsible for this work.
- **Relevant Qualifications:** Highlight relevant qualifications, including examples of events you have managed for similar organizations.
- **Cost Proposal:** Provide an estimated pricing model that meets our budget requirements.

SUBMISSION INSTRUCTIONS

Proposals should be submitted electronically via email in PDF format by no later than Monday, *October 3, 2025* at 12:00pm noon EST.

Please send proposals via email to Opportunities@citizensandscholars.org
Subject Line: Temporary Event Planner

About the Institute for Citizens & Scholars

Since our founding in 1945 originally as the Woodrow Wilson National Fellowship Foundation, the [Institute for Citizens & Scholars](#) has prepared new generations of American citizenry by opening doors to higher education, supporting visionary thinkers, scholars, and teachers, and creating the thoughtful space for innovation. In 2020, we changed our name to the Institute for Citizens & Scholars and declared an expanded mission to cultivate a critical mass of young people who are civically well-informed, productively engaged for the common good, and committed to democracy.

WHAT WE DO

Today's divisions in American society are a stress test for our democracy. They threaten our ability to meet a range of challenges: rising economic insecurity, accelerating climate crises, the transformation of industries by artificial intelligence, and many others. The forces reshaping our society demand new approaches to leadership.

What America needs most right now is a new generation of problem-solvers. Gen Z is ready to step up, but they need support to engage effectively in their schools, workplaces, and communities.

Citizens & Scholars helps young people build the civic skills they need to work across divides on complex issues like climate change, global conflicts, reproductive rights, and economic inequality.

We focus on three real-world civic skills needed to thrive in today's polarized America:

- Have [difficult conversations](#) across divides
- Access diverse sources of [reliable information](#)
- Use [collaborative problem-solving](#) to tackle community issues

How we do it: We build authentic partnerships with leaders in higher education and workplaces to co-design programs and tools that can rapidly accelerate the civic preparedness of millions of young people. We also invest directly in the next generation of civic leaders, supporting their bold projects to drive change in their communities.

We work in three areas: higher education, workplaces, and community:

Higher Education

Facing growing skepticism from large segments of the public, colleges and universities—viewed by many primarily as pathways to employment—must rise to a greater purpose. This broader mission is rooted in the original promise of higher education: to foster critical

thinking, free inquiry, and the ability to engage constructively with those who see the world differently.

- [College Presidents for Civic Preparedness](#) is a coalition of over 125 campus leaders from diverse ideologies, backgrounds, and institutions nationwide, all dedicated to preparing students for active civic engagement in a complex and divided country.
- [The Faculty Institute](#) has helped dozens of interdisciplinary educators nationwide gain the skills and confidence to redesign or create new courses that promote civil discourse and become champions of this work on their campuses.
- The Mellon Fellowships broaden the range of perspectives and understandings offered on college campuses and create opportunities for crucial new scholarly voices to be heard in disciplines and institutions.

Community

We're equipping young leaders with funding, mentorship, and resources to tackle urgent challenges in their communities.

- [Carnegie Young Leaders for Civic Preparedness](#) recruits 100 corps leaders annually, who will lead teams of peers in addressing community challenges they have identified. We equip these leaders with real-world civic skills and dispositions through an immersive yearlong experience as they implement their community projects.
- [The Youth Civic Solutions Competition](#) invites young adults to present innovative ideas to boost civic knowledge, engagement, and trust in their communities, with winners receiving \$1,000 for their projects and opportunities to connect with civic leaders.
- [The Our Voices Summit](#) empowers emerging youth leaders to present bold, youth-driven solutions for local challenges to seasoned civic leaders. The summit amplifies youth voices, positioning them as equal partners and problem-solvers in the civic field.

Workplaces

Division doesn't end at the office. In collaboration with the nation's largest business association, we're piloting a groundbreaking program to train emerging professionals in civic skills that benefit both organizations and democracy.