

Adams Lake Indian Band

P.O. Box 588; Chase, BC V0E 1M0
PHONE: (250) 679-8841/FAX: (250) 679-8813

EXPRESSION OF INTEREST:

Events Coordinator For 2-day Family Wellness Event Up to 200 attendees

Provide planning and coordination of the Family Wellness Event

Delivery of the 2 Day Family Wellness:

- In a timely manner provide the coordination of the wellness events for the 2-day Family Wellness event in February 14,15, 2020.
- Must be fluent in the Secwepemc cultural protocols that relate to planning events
- Own transportation to complete the event
- Responsible for the cleanup of the meeting space
- Pre-organization of the agenda for the event
- Ability to meet tight deadlines
- Ability to work within a budget and create event reports
- Engage with wellness providers to plan a schedule of events

Cancellation Policy:

- This does include Acts of God
 - 48 full hours is required to cancel contract
- * Adams Lake Band will cancel for reasons such as: Funeral, Acts of God

Application for Facilitation Services:

- 1) ALIB will provide WCB
- 2) Other requirements: proof of transportation
- 3) Events planning education preferred. Must have prior events planning experience, provide references
- 4) Knowledge of cultural protocols

Deadline: Date: Tuesday, January 28th, 2020

Time: 8:30 AM *no exceptions"

Please submit bids to Shirley Anderson at:

Email: sanderson@alib.ca

Phone: (250) 253-1773

