



Request for Proposals 2023 Spring Leadership Training Program

Dear Prospective Speaker:

NEAAPA is soliciting Request for Proposals (RFP) from members and speakers who specialize in employee training.

Every year, NEAAPA hosts the Spring Leadership Training Program for its members to send seasonal or full-time employees for a one-day training program on supervisory skills. This program is scheduled to be held on Monday, May 22, 2023 in Salem, New Hampshire. NEAAPA desires to solicit its membership for eligible companies who conduct employee training programs to fulfill this need.

Scope of Work

The scope of work includes the following:

1. Present the seminar in-person at Canobie Lake Park on Monday, May 22, 2023.
2. The session should commence by 9:00 AM and end at 5:00 PM with a scheduled one-hour lunch break and two 15-minute breaks.
3. Handout / reference materials are to be provided for every student based on the seminar content with supplemental if applicable
4. Produce a self-recorded screenshare session for NEAAPA Academy Online Training that would cover what the program seminar not to exceed 45 minutes. This will be a video presentation will be uploaded and able to be viewed by NEAAPA members in perpetuity.
5. Fee for conducting the program and reasonable travel related expenses including flights, hotels, meals, and transportation should be included and not exceed \$5,000.

Program Participants

The participants in the program may work at an amusement park, water park, family entertainment center, mobile attractions company, attraction, or a supplier. The participants may range in age from 18 and up. Many of the participants are seasonal staff who are entering into their first supervisory role. These individuals may also have years of experience in a facility, but lack the additional skills required for an authoritative role. However, there may be some attendees who have some experience in a supervisory role and are attending to learn new practices or to gain a better insight into their careers. Past sessions have focused on coaching,

management, supervisory practices, labor relations, organizational behavior, team building, and training concepts. While this list is not exhaustive, these are some of the areas that have been covered in the past.

Submission requirements

If you have an interest in submitting an RFP, please complete the next page and enclose:

1. An outline (MS Word or PowerPoint) of your suggested program
2. A CV noting your experience in this area
3. A two-minute self-recorded video about the topic that is being covered. This will be used in promoting the event.
4. References that may be contacted regarding past sessions conducted.

Some of the areas that the Education Committee will look for in the program material that would be selected include:

1. An outline that clearly notes the topic, methodology and data sources using industry examples.
2. Relevant content to the amusement industry
3. Insightfulness of conclusions and takeaway messages for participants and overall clarity and content.

The Education Committee will review the RFP's. **RFP's need to be submitted by February 1, 2023. Potential speakers will be contacted by February 15, 2023 of their selection as a presenter.** Selected speaker(s) will need to provide all pertinent information related to their session including speaker bio, press picture, final session title, final session description and session outline to the Education Committee for final review and approval **by March 31, 2023.**

Thank you for your time and on behalf of Education Committee, I look forward to receiving your submission.

Sincerely



Ed Hodgdon
Secretary
NEAAPA – The Northeast's Entertainment Association



2023 Request for Proposals Spring Leadership Training Program

Name: _____

Company Name: _____

Address: _____

City, State, ZIP: _____

Phone / Fax: _____

Email / website: _____

Session Title: _____

Brief Description of session: _____

Presentation format: _____

Materials used (video, etc) _____

Please remember to also include a CV noting the relevant experience of the presenter, an outline of the presentation and references of past sessions conducted. Please send all the above items no later than February 1, 2023 to:

Ed Hodgdon, Secretary

NEAAPA

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