

## Willamette Valley Development Officers

### *2011 Programming*

Willamette Valley Development Officers (WVDO) is seeking proposals for all 2011 programming season.

The WVDO Continuing Education Committee will consider compelling presentations from the following broad subject areas:

- Annual Fund
  - Presentation Skills
  - Boards and Volunteer management
  - Capital Campaigns
  - Direct Mail
  - New, Innovative Approaches
  - Corporate and Foundation Relations
  - Major Giving
  - Planned Giving
  - Small Shops
  - Special Events
  - Development Planning
  - Stewardship and Donor Relations
  - Strategic Planning
  - Foundation Grantmaking
  - Social Media
  - Evaluation Programs
- Presentations should be based on best practices/ideas that attendees can apply on their own, at their own organizations.
  - Criteria for selecting presentations include, but are not limited to:
    - new or original ideas, or a new or original twist on a tried and true method or practice
    - innovative content and/or presentation methods that enhance learning
    - action-oriented, involving and engaging the audience
    - inclusions of skills that can be applied immediately
    - participants should be able to articulate 2-3 tangible learning objectives from presentations
  - When considering a presentation for our current programming mix, please keep in mind that each of these events are targeted to specific attendees. WVDO may modify or add to this slate of programs depending on the speaker and/or topic.

**All proposals are due by July 15, 2010.** Each proposal will be evaluated according to the above criteria. Presenters will be chosen and contacted either before or no later than October 15, 2010.

Please submit proposals electronically in Word format to [admin@wvdo-or.org](mailto:admin@wvdo-or.org). Each proposal shall be accompanied by a completed application form (attached) and a one page (maximum) synopsis of your presentation. Multiple proposals are welcome by individual presenters, however, each proposal shall be accompanied by a separate application form and a separate synopsis. WVDO reserves the right to solicit presenters for our programming outside of the Call for Proposals process. Please direct any questions to Agnes Zach, Executive Director at 503-274-1977 or [admin@wvdo-or.org](mailto:admin@wvdo-or.org).

**Willamette Valley Development Officers  
Programming RFP**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ e-mail \_\_\_\_\_ Fax#: \_\_\_\_\_

Current Position or Title and Organization: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Proposed Name of Presentation: \_\_\_\_\_

Time Needed for this Presentation:  1 hour  1.5 hours  2 hours  ½ day

Is this Presentation by:  an individual  a panel

A/V Requirements:  screen  projector  laptop  wireless internet

Are you willing to have your presentation taped for future WVDO use?  Yes  No

May we post your handouts on the WVDO website?  Yes  No

Have you presented on this topic in the past?  Yes (feel free to attach handouts)  No

Have you presented on other related topics in the past?  Yes, explain: \_\_\_\_\_

\_\_\_\_\_  No

**Please share the target market for this presentation:**

**Please share your personal background and experience, including your qualifications for presenting on this specific topic. You may also attach your resume.**

**Please list 2-3 learning objectives for this workshop.**

**Please provide a 25-word digest of your presentation for advertising purposes.**

**Attached Program Summary (no more than one-page)**

*Please return this application form along with accompanying materials to:  
WVDO at [admin@wydo-or.org](mailto:admin@wydo-or.org)*