

EVENT PLANNING REQUEST FOR PROPOSAL

ADAPT Community Network is seeking an event company to assist with three of ADAPT's signature fundraising events. ADAPT is looking to expand both the fundraising and guest experience to elevate both revenue and brand across New York City. You will be a thought leader in identifying honorees, VIP guests, supporters and performers as needed. The additional details are listed below. Event companies are welcome to submit a proposal for each event as a standalone proposal or respond to all three.

ABOUT ADAPT COMMUNITY NETWORK

<https://adaptcommunitynetwork.org/>

Founded in the 1940s by the Hausman family as United Cerebral Palsy of New York City, ADAPT Community Network was created to support a family member with a disability. Since then, ADAPT has grown significantly while remaining focused on improving quality of life for people with a wide range of disabilities, including autism. Today, ADAPT serves more than 20,000 people with disabilities and their families each year through more than 100 specialized programs across all five NYC boroughs. Through education, technology, health, residential, and recreational services, ADAPT works to build a more inclusive world for children and adults. We remain committed to a future of renewal and growth by providing innovative solutions for people with disabilities. To learn more, visit ADAPT's Supports and Services and ADAPT Fact Sheet.

ADAPT Leadership Golf

Proposed Date: June 2027

Time: 8:30am – 7:00pm

Location: Brae Burn Country Club

Guests: 100 to 120

2026 Total Gross Raised: \$250,000

Details: For the past 25 years ADAPT's Leadership Golf brings together over 100 people who play golf, on course games, win prizes and enjoy a full day of premium drinks and food. ADAPT honors business leaders who connect with the mission of ADAPT and bring there network to celebrate.

You can read more about this event here:

<https://adaptcommunitynetwork.org/adaptgolftournament/>

ADAPT's Night Out

Proposed Date: January 2027

Time: 6:00pm to 9:00pm

Location: 5 Iron Golf Midtown NYC

Guests: 75 to 150 guests

2026 Gross Raised: \$25,000

Details: In collaboration with the ADAPT Leadership Group (ADAPT's young professional group) this event brings new faces to ADAPT who want to have a great time while learning more about what ADAPT is all about. Goals of this event is to recruit new ADAPT Leadership Group members and have people stay involved. This is a new event we are looking rapidly grow in attendance and dollars raised.



ADAPT Community Network Leadership Gala

Proposed Date: April 2027

Time: 6:00pm to 9:00pm

Location: TBD

Guests: 400 to 500

2026 Total Raised: \$1,100,000

Details: This is ADAPT Community Network's most visible and important fundraiser of the year as it raises critical funds for people living with disabilities. You will work with the Board and Event Chairs and help develop a renewed event committee.

2025 Gala Highlight Video: <https://www.youtube.com/watch?v=0LXI28QO7eo>

Learn more about the event here: <https://adaptcommunitynetwork.org/adapt-leadership-awards-gala/>

Past honorees of the ADAPT Leadership Awards include: President Dwight D. Eisenhower (1961), President John F. Kennedy (1963), Governor and Mrs. Nelson A. Rockefeller (1971), Bob Hope (1975), Governor Hugh Carey (1977), John W. Kluge (1981), Governor Mario Cuomo & Mrs. Mario Cuomo (1983), First Lady Nancy Reagan (1985), Frank A. Bennack, Jr. (1985), President Jimmy Carter (1987), President Gerald Ford (1987), President & Mrs. Ronald Reagan (1989), Alan Greenspan (1990), Rt. Honorable Margaret Thatcher (1991), Dr. Henry A. Kissinger (1992), General H. Norman Schwarzkopf (1993), First Lady Hillary Rodham Clinton (1994), H.R.H. Princess Diana (1995), General Colin Powell (1995), Senator John Glenn (1999), Barbara Walters (2000), Muhammad Ali (2000), Leo Hausman (2000), Senator Bob Dole (2002) Bill Clinton, Al Roker and Deborah Roberts (2018), Edward R. Matthews (2022), Ali Stroker (2022), Michael Dowling/Northwell Health (2023), Craig Melvin and Lindsay Czarniak (2023) John Kemp (2024) Willie Geist (2024), Cheryl Wills (2025) Mark J. Seelig (2025), Mark Greatrex (2025) on behalf of Cox Communications, and Giles Duley (2025).

SCOPE OF WORK

Scope of work for each event includes but is not limited to the following deliverables.

PRE-EVENT

- Lead contact for all venues and vendors to ensure all needs of ADAPT Community Network and guests are being met including negotiating contracts with outside event vendors.
- Create project schedules, budgets, and staffing with deadlines and key milestones for each event.
- Provide options for themes that will be incorporated in social media, printed materials, and on-site signage. Recommend show elements for substantive and meaningful activations working with ADAPT's Staff and people supported as needed.
- Lead and facilitate any event planning committee meetings working with members, honorees, and internal ADAPT Staff including follow-up notes and next steps.
- Draft and develop run of show, talking points and scripts for honorees, hosts, and staff as needed.
- Assist on the production of events including lighting, visual, and any event video(s)
- Work with ADAPT's internal staff and event committee members to select all food and beverages.
- Work with PR and photography team to ensure they have materials needed.
- Design and order all decorations and signage with approved ADAPT Vendors.

SPONSORS & AWARDEES

- Work to identify, contact, and confirm sponsors and potential donors for each event at various sponsorship levels. Review past event sponsors lists and approach for renewals and increased support.
- Communicate with sponsors to make sure they meet their requirements, deadlines, and deliverables.
- Brainstorm and implement fundraising ideas for the night of event and leading up to the event.
- Liaise with awardees, board members, event chairs and committee on personal outreach.
- Develop incentives and benefits for sponsors and supporters.
- Work with ADAPT on their online registration platforms for sponsorships, ticketing, etc.
- Work with ADAPT on securing and providing event giveaways/thank you gifts.

ON-SITE MANAGEMENT

- Coordinate staff roles and serve as the point person for them at each event.



- Conduct a rehearsals and lead management for event participants with the technical producer.

AUCTIONS, RAFFLES, PADDLE RAISE

- Liaise with auction company on items secured. Work with “auctioneer” on paddle raise and levels for the appeal.
- Identify raffle and giveaway options for guests.

POST EVENTS

- Work with ADAPT to follow up regarding any outstanding pledges.
- Work with ADAPT’s internal staff and PR for post event communications including thank you emails and/or letters.
- Work with ADAPT’s internal staff regarding any outstanding invoices with vendors.
- Facilitate follow up meetings, collect feedback, and prepare notes.

PROPOSAL SUBMISSION INFORMATION

Budget

Sample Budget Table:

BUDGET ITEM	TOTAL BUDGET AMOUNT	BUDGET JUSTIFICATION
Staffing 1	\$10,000	\$100 per hour 10 hours needed

PROPOSAL DUE DATE:

All proposals must be submitted via email by 11:59pm EST on July 31st 2026: Email proposals to Laura Hickman lhickman@adaptcommunitynetwork.org

If you have any clarifying questions, please email:

Laura Hickman SVP, Marketing and Fund Development

lhickman@adaptcommunitynetwork.org

