

**Star Power Rally  
May 21, 2008  
Michigan State Capitol**

Required Bidder Responsibilities:

*Event Coordination:*

- Planning of the event
- Save the Date/Invitations/Registration
- Staffing of the event
- Logistics on day of the event
- Post-event follow-up with participants and legislators

*Development & Implementation of Training:*

- Public policy education and advocacy training sessions
- Participant preparation for Legislative Day visits
- Training materials
- Instruction/Trainers
- Rooms/Location

*Legislative Day Visits (148):*

- Initial contacts with legislators
- Set up appointments with legislators
- Develop and produce materials for visits
  - Participant Information Packet
  - Legislative Leave-behind Packet
- Follow-up with legislators after visits
- Press releases, individualized for each visit/legislator

*Star Power Rally:*

- Logistics
- Equipment
- Media
- Guests/Speakers
- Program/Schedule
- Registration
- Materials
- Media relations/Press releases
- Audio/Video
- Children's activities
- Tents (for training/children's activities)

*Media:*

- Pre-event
- Event
- Legislator Press Releases (individualized)
  - Event
  - Visits
- Follow-up

*Materials & Promotional Items:*

- Production of all written and promotional materials
- T-shirts and/or other promotional items for participants
- Promotional items for children in attendance
- ID bracelets for parents/children

*Food/Refreshments:*

- Morning refreshments
- Lunch for participants and legislators/staff
- Afternoon snack
- All-day beverage service

*Stakeholder Communication:*

- ECIC
- Great Start Collaboratives
- Early Childhood Advocacy Groups

*Transportation:*

- Communicate with participants regarding parking
- Parking (Buses & Cars)
- Parking assistance