



Learning Acceleration Summit 2026

Event Planning Statement of Work

Learning Acceleration Summit Overview

CitySchools Collaborative, in partnership with the Office of the State Superintendent of Education (OSSE) and EmpowerK12, will host the Learning Acceleration Summit, a one-day convening bringing together 200–300 DC educators, policymakers, and partners to strengthen, expand, and sustain high-impact tutoring (HIT) and math acceleration initiatives across the District. The event will feature keynote speakers, panel discussions, and breakout sessions highlighting promising practices in high-impact tutoring, math interventions, strategic staffing, and broader learning acceleration efforts. This day-long multi-session event will be both conference and community-building. Potential speakers and panelists will be local and national experts and champions of HIT and math acceleration.

Characteristics of CitySchools Collaborative Event Planning Consultants

Individuals with deep experience in event planning and logistics will support CitySchools Collaborative with managing site and vendor coordination, event operations, planning management, and day-of logistics for the Learning Acceleration Summit on March 12, 2026. The project is to be led by CitySchools Collaborative and EmpowerK12 in collaboration with OSSE, and the event planning consultant will work across all three teams. Experience working on events hosted by the DC government is a plus.

The Event Planning Consultant selected must have the expertise and network to support the CitySchools Collaborative team locally and in-person to facilitate key aspects of the Statement of Work. Applicants should apply as an individual to act as a planning consultant and on-site event lead to coordinate all day-of logistics as well as project management of tasks related to vendor relations (including and not limited to caterers, photographers, videographers, printers, AV/tech, etc.), site operations, marketing suggestions, and attendee communications. Individuals must be local to Washington, DC, and be available for in-person tasks during the entirety of this service agreement.

The event will be held at Martin Luther King, Jr. Library on **March 12, 2026**. All work will occur between December 2025 and March 2026 as described in the Statement of Work.



Statement of Work

CitySchools Collaborative is seeking an Event Planning Contractor (“Event Contractor”) to support the program management and operations for the 2026 Learning Acceleration Summit as described below and organized into a table of deliverables:

Deliverable Type	CitySchools Collaborative	Empower K12	Event Contractor
Key Milestones	<ul style="list-style-type: none"> ● Identify event team & roles ● Identify event time ● Identify location ● Host kick-off call for all ● Host kick-off call for HIT strand ● Attend regular planning calls and lead HIT strand planning calls ● Set summit goals, themes, and topics ● Book all vendors- photographer, printer, swag, etc. ● Publicize the event, coordinate invites, and track attendees 	<ul style="list-style-type: none"> ● Identify event team & roles ● Set summit goals, themes, and topics for Math ● Publicize event ● Host kick-off call for Math strand ● Attend regular planning calls and lead Math strand planning calls ● Book videographer 	<ul style="list-style-type: none"> ● Manage the development of the event agenda and schedule ● Manage day-of logistics, including a detailed schedule, run-through, and panel/session prep ● Manage relationships with all related vendors ● Manage ongoing planning call agendas, notes, and next steps



<p>Project Management & Planning</p>	<ul style="list-style-type: none"> • Manage event Slack channel for internal communications and vendor communications • Create shared Google folders for all planning • Identify key goals and audience • Develop metrics for summit evaluation for HIT strand and overall • Develop a project management timeline in Asana based on CSC's previous Summit Asana plans • Set overall budget with input from EmpowerK12 • Create a budget tracking and invoice-storing system 	<ul style="list-style-type: none"> • Identify key goals and audience • Develop metrics for summit evaluation for Math strand • Inform event budget 	<ul style="list-style-type: none"> • Coordinate Asana timelines and manage across organizations • Manage cross-team coordination through scheduling and leading biweekly planning meetings (weekly in February); send weekly summaries of milestones, reminders, and upcoming tasks and deliverables • Budget & Invoicing Support: Track vendor payments, invoices, and expense documentation for CSC • Research and identify any necessary outside vendors (e.g., A/V, Videographer)
<p>Program & Content</p>	<ul style="list-style-type: none"> • Lead development of key HIT session content, including session names, summaries, 	<ul style="list-style-type: none"> • Lead development of key Math session content, including session names, summaries, 	<ul style="list-style-type: none"> • Track speaker invitations and acceptances by session • Gather and edit bios for speakers



	<p>purpose/takeaways, and outlines</p> <ul style="list-style-type: none"> • Identify a list of speakers and moderators to invite by session and lead speaker outreach (HIT) • Identify and order speaker gifts • Identify and secure one keynote speaker for breakfast or lunch 	<p>purpose/takeaways, and outlines</p> <ul style="list-style-type: none"> • Identify a list of speakers and moderators to invite by session and lead speaker outreach (math) • Identify and secure one keynote speaker for breakfast or lunch in coordination with CSC 	<ul style="list-style-type: none"> • Manage speaker logistics including scheduling prep calls, developing prep materials, and sending event reminders • Develop an event schedule based on speaker availability and expected audience size • Compile all program content into a centralized internal tracker to ensure version control and prepare for external materials
Site & Logistics	<ul style="list-style-type: none"> • Identify event roles for CitySchools Collaborative team members • Serve as a secondary point for the venue 	<ul style="list-style-type: none"> • Identify Empower K12 team members to staff the day-of event 	<ul style="list-style-type: none"> • Draft, edit, and finalize internal event team run of show, including minute-by-minute roles & responsibilities • Coordinate planning and day-of logistics with internal event teams • Host a venue walk with all key stakeholders (CitySchools)



			Collaborative internal team, EK12, OSSE venue contacts, and contractor team)
Vendor Management	<ul style="list-style-type: none"> • Hire a Catering vendor • Hire a Photography vendor & provide a shot list • Order branded event gifts for attendees 	<ul style="list-style-type: none"> • Research Videography • Hire a Videography vendor • Consult CSC and OSSE on featured videos 	<ul style="list-style-type: none"> • On-Site Supervision: Oversee all setup, registration, and vendor (external A/V, Videographer, and Photographer) operations; act as the central point of contact for all partners and stakeholders.
Video Streaming		<ul style="list-style-type: none"> • Confirm streaming needs with OSSE and CSC • Manage day-of videography 	
Communications & Outreach	<ul style="list-style-type: none"> • Build outreach and invite strategy • Create an invitation list, including contact information • Develop a post-event survey for attendees 	<ul style="list-style-type: none"> • Create an invitation list, including contact information • Collaborate with CSC to develop a post-event survey for attendees • Publish event details on the EK12 website 	<ul style="list-style-type: none"> • Support strategic communication with the OSSE team



	<ul style="list-style-type: none"> • Publish event details on the CitySchools Collaborative website • Create Save-the-Date, event reminder, and post-event communications for attendees • Build brand-aligned Day-of presentations • Develop and provide speakers with a social media toolkit and all communications about their session • Send event communications to invitees and attendees 		
<p>Printed Materials</p>	<ul style="list-style-type: none"> • Create a list of required program materials and template of all content • Design all collateral for attendees, coordinating with EK12 and gaining OSSE approval • Order printer materials 	<ul style="list-style-type: none"> • Create necessary materials for Math in consultation with OSSE 	<ul style="list-style-type: none"> • Populate template with programming content gathered from CSC and OSSE • Copyedit/Proofread all printed collateral for attendees, coordinating with OSSE, CSC, and EK12



Day Before Logistics	<ul style="list-style-type: none"> • Write personalized speaker thank you notes • Collect all necessary materials (clipboards, tape, tablecloth, sign holders, etc.) • Support assembling of nametags, folders for attendee folders, summit team and vendors 	<ul style="list-style-type: none"> • Write personalized speaker thank you notes 	<ul style="list-style-type: none"> • Lead assembling of nametags, attendee folders, summit team folders, and vendor folders • Assemble speaker and attendee gifts
Day of Logistics	<ul style="list-style-type: none"> • Staff registration, venue, and sessions with OSSE 	<ul style="list-style-type: none"> • Staff registration, venue, and sessions with OSSE 	<ul style="list-style-type: none"> • Set up the venue, including seating, A/V, check-in desk, etc. • Finalize attendee headcount • Staff registration, venue, and sessions with OSSE, CSC, and EK12 • Report final attendance and key wins to OSSE, CSC, and EK12
Post-Event Debrief	<ul style="list-style-type: none"> • Present event metrics • Host debrief call 	<ul style="list-style-type: none"> • Attend debrief call 	<ul style="list-style-type: none"> • Attend debrief call



Required Experience: Event planning consultants must have the following experience, described in their proposal narrative and supported by their resume/CV:

- A minimum of five years experience in event planning, such as conferences, meetings, and/or fundraising events (experience with events hosting 100+ people is preferred).
- Experience organizing events on behalf of organizations and representing their interests to vendors, and/or proven experience in corporate event planning and execution.
- Experience organizing events in Washington, DC, with a preference for experience in the nonprofit sector and events with strict budgets (experience with DC government events is preferred).
- Strong attention to detail and organizational skills, and ability to anticipate needs throughout planning and execution of the event .
- A strong commitment to racial and educational equity, demonstrated in part by experience and/or knowledge of the DC Public Education System and/or DC-based education nonprofits.

CitySchools Collaborative Event Planning Contractor Instructions for Proposals

Proposals and associated documents should be submitted in PDF form by email to myan@cityschoolscollab.org by **5:00 PM EST on Friday, December 5, 2025**, with the subject line **“CitySchools Collaborative Event Planning Proposal”**:

1. **Proposal Narrative:** The proposal narrative should explain interest in serving as the Event Planning Contractor for the Learning Acceleration Summit and should be responsive to deliverables in the Statement of Work. The proposal narrative should not exceed two pages. Proposal narratives will be evaluated on their ability to meet each element of the Statement of Work.
2. **Budget:** We expect to issue this contract as a **fixed firm price** contract. Please attach a detailed budget spreadsheet using the guidance in this section. Describe how you plan to use the funds to execute the Statement of Work.
 - a. The budget proposal should include the total proposed budget of the contract, along with a breakdown of hourly rates and number of hours expected by deliverable type to complete the Statement of Work.



- b. The total price of services will be evaluated against past payments for similar work in Washington, DC. Proposals will be assessed holistically on all components of the Statement of Work, reasonableness of price, and in alignment with the equity principles and vision for this project.
3. **Supplemental documents:** In addition to the proposal and budget, individuals should submit the following documents to be evaluated:
 - a. Resume/CV
 - b. Relevant sample collateral, such as event materials or videos demonstrating required experience