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## ***Event Coordination Services Proposal***

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Thursday, July 3, 2025

Jon Tynjala  
Lawyers Concerned for Lawyers  
2550 University Ave. W. #313N  
St. Paul, MN 55414

### **Introduction**

Ripple Event Marketing is a full-service event marketing agency that provides complete planning, consulting, and oversight of nonprofit events. Owner Alicia Baraga has been coordinating events large and small since 2010.

### **About the Owner**

I began my career in events working at WomenVenture, a medium-size nonprofit that helps women achieve economic success through small business ownership. I was part of a small team (two of us) that produced their annual fundraising luncheon hosting 1,100 guests and featured celebrity speakers.

In my time at WomenVenture I also coordinated a first-time professional development conference hosting 200 guests and featured multiple speakers and breakout session.

In 2012, I left WomenVenture to start my own company. I have coordinated events for a variety of nonprofit organizations of various sizes with a range of audiences, goals, and types of events.

### **Services**

#### **Pre-Event**

- Meet with organization leader to review event objectives and scope
- Create planning timeline and work with organization to determine a budget
- Facilitate monthly meetings with planning team
- Act as point of contact for all event vendors (graphic designer, venue, catering, AV, etc.)
- Review contracts & manage relationships with speakers & entertainment
- Create Show Flow & Volunteer Grid
- Write script and conduct pre-event run-through with speakers

- Work with staff to ensure sponsors receive promised benefits

#### Day of Event Coordination

- Coordinate set up of venue
- Volunteer management
- Coordinate tear down of event

#### Post-Event

- Create event recap document

### **Contracted Services**

Pre-Event Services	✓
Day-Of Event Coordination	✓
Post-Event Services	✓

Total \$10,000  
\$9,000

### **Terms and Conditions**

#### **Amount**

The total contract amount for the services shall be \$9,000

#### **Terms of Payment**

The Client shall pay 1/3 of total contract price as down payment, due July 15, 2025, pay an additional 1/3 of total contract price midway through project and the final 1/3 after conclusion of the event.

Total due July 15, 2025 = \$3,000

Total due on November 15, 2025 = \$3,000

Total due on after conclusion of event = \$3,000



This agreement is made as of the day 3rd of July, 2025 (the start of LCL's fiscal year) between Ripple Event Marketing located at 4340 Reiland Lane, Shoreview, MN 55126 (hereinafter referred to as PLANNER) and Lawyers Concerned for Lawyers (hereinafter referred to as COMPANY).

Whereas the COMPANY is organizing the LCL Stepping Up Breakfast to be held on TBD date and TBD venue (the "Event").

COMPANY seeks to hire PLANNER as the principal planner of the Event and to provide COMPANY general event planning services as outlined this agreement.

**NOW THEREFORE** in consideration of the mutual covenants and agreements contained herein, the receipt and adequacy of which is hereby acknowledged, the COMPANY and the PLANNER agree as follows:

- I. Planner:
  - The PLANNER agrees to use the COMPANY'S name, logo or trademark in any material used by the PLANNER in promotion of the Event, including but not limited to any public announcements in newspapers, magazines, billboards, tickets or television or radio announcements.
- II. Company:
  - COMPANY agrees to appoint one individual to serve as decision maker and main point of contact for PLANNER.
  - Unless noted herein, COMPANY will pay all third-party vendors and service providers directly for any services or products purchased by COMPANY for the Event, regardless of the fact that the PLANNER arranged, hired, or ordered the services or products at COMPANY'S request. Except for purchases that may be specifically set forth in an Event budget approved by the COMPANY, the PLANNER will not order materials or otherwise cause the COMPANY to incur any expense for products or services without first receiving prior written approval for each such expense from COMPANY. PLANNER agrees to submit written estimates for any services or products requested by COMPANY that exceeds originally agreed upon Event budget. COMPANY shall promptly, and in any event not later than 5 business days, either approve or deny such expenditures.
- III. Independent Contractor
  - The Parties acknowledge that the PLANNER is an independent contractor with respect to the COMPANY and has no authority or power to bind the Company to





any contract or agreement or to incur debts, obligations, or commitments of any kind whatsoever for or on behalf of the Company.

- The PLANNER acknowledges that any person or persons retained by the PLANNER to work on or at the Event, will be contractors of the PLANNER and the PLANNER will be solely responsible for all compensation to which such contractor(s) would be entitled under applicable laws.

#### IV. Miscellaneous Provisions

- Indemnification. The PLANNER agrees to indemnify and hold harmless the COMPANY and its directors, officer, agents and employees from and again any and all claims, demands, actions, causes of action and other liabilities and expenses, including but not limited to attorney's fees, arising out of or in connection with the Event, including but not limited to any such claims that may be asserted by any employees of the PLANNER, any contractor, vendor or other service provider for the EVENT, with the exception of payments due for services or products for which COMPANY has approved. This indemnification provision shall survive the term of this Agreement or any cancellation or abandonment of the terms and conditions contemplated herein.
- Force Majeure. The PARTIES shall be excused from performance if the Event is cancelled due in whole or in part to any cause beyond their reasonable control, including but not limited to, action or inaction of any government, war, civil disturbance, insurrection, sabotage, act of public enemy, labor strike, accident, fire, flood, storm or other act of God.
- Successors and Assigns. The PARTIES agree that this agreement shall be binding upon each of its successors and assigns that this Agreement may not be assigned to a third party, without the written consent of the COMPANY.
- Confidentiality. The PARTIES agree that neither party shall without prior written consent authorize the other to disclose to any third party the terms and conditions of this Agreement, except as may be necessary to establish or assert rights hereunder, as required by the laws of the applicable jurisdiction or by court order. The PARTIES further agree that each of them may disclose any and all relevant information, on a confidential basis to either the COMPANY'S or the PLANNER'S attorneys, accounts or financial institutions. The PLANNER will receive access to or knowledge of the COMPANY'S donor list, sponsor list, email distribution lists, and other information relevant to fundraising activities conducted by the COMPANY (the "COMPANY Information"). The PLANNER agrees to hold all COMPANY Information confidential and the PLANNER shall not use the COMPANY Information for any purpose other than providing services to the COMPANY pursuant to this Agreement.



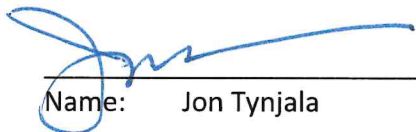
- Amendments. No modification, supplement, termination or amendment to this Agreement may be made unless agreed to by the PARTIES in writing.
- Notices. Any notice required or permitted to be given hereunder may be effectively given by letter delivered either by personal delivery, registered mail or by electronic means, addressed to the recipient as follows:

V. Each Party agrees to maintain a policy or policies of insurance or self-insurance sufficient to satisfy its respective duties and obligations under this Agreement to the extent such duties and obligations are commercially insurable. Each Party further agrees to provide written evidence of such insurance (including certificates of insurance or other evidence providing reasonable assurances) to the other Party within seven days following receipt of written request, therefore.

The Parties hereto have duly executed this Agreement as of the day and year first written above.

Lawyers Concerned for Lawyers

Ripple Event Marketing

  
Name: Jon Tynjala

  
Name: Alicia Baraga

Title: Executive Director

Title: Owner

7/3/25  
Date

7-3-25  
Date

