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Veva Deheza
Office of Water Conservation & Drought Planning

Colorado Water Conservation Board
1313 Sherman Street, Room 721
Denver, CO 80203

August 25, 2008

Dear Veva,

Thank you for the opportunity to work with you on the Governor's Conference on Managing Drought & Climate Risk, taking place October 8 – 10, 2008 in Denver, Colorado. I look forward to working with you to make this a successful conference.

Enclosed is a proposal for services that describes next steps and objectives of a CWCB/Golden Toad partnership and an action plan on how to achieve success. The objectives are as follows:

- 1) Project manage development of conference program**
- 2) Project manage conference details**
- 3) On-site management during conference**

I look forward to finalizing our engagement and commencement of work.

If you have questions or need information please contact me at 303.718.9953.

Sincerely,

Joanie Straub
Marketing Communications Consultant
Golden Toad Software



PROPOSAL FOR SERVICES

Section I: Introduction:

This proposal for services was compiled by Golden Toad to outline meeting planning services for the Governor's Conference on Managing Drought & Climate Risk.

The information in this proposal is for work between CWCB and Golden Toad. All work will be paid on an hourly rate for hours worked on each task at a rate of \$65/hour. All additional work not included in this proposal will be submitted under separate work proposals/invoices.

Section II: Objectives:

The objectives and information included in this proposal for meeting planning services are as follows:

- 1) Project manage development of conference program
- 2) Project manage conference details
- 3) On-site management during conference

Section III: Action Plan:

1. Project manage development of conference program			
Project	Golden Toad Deliverable	CWCB Commitment	Golden Toad Timeframe/projected hours
Project manage ongoing work for conference program	Consultation/manage all details with regards to development and printing of conference brochure	Provide any necessary feedback necessary and provide final approval before program goes to print	Estimate time to finish: 5 hours @ \$65/hr
			Total (not to exceed): \$325

2. Project manage conference details			
Project	Golden Toad Deliverable	CWCB Commitment	Golden Toad Timeframe
Work with CWCB to project manage all necessary details in relation to the Governor's Conference in October, 2008.	Project manage all details, from working directly with appointed hotel contact to working with other appointed committee members on all aspects related to the Governor's conference. This will include a weekly touch base meeting with key CWCB member to provide status on conference details.	Provide contact information when needed and be available to answer any necessary questions with regards to the conference.	Estimate time to finish: 95 hours @ \$65/hr
			Total (not to exceed): \$6175



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3. On-site management during conference			
Project	Golden Toad Deliverable	CWCB Commitment	Golden Toad Timeframe
Provide on-site management during conference.	Act as coordinator with appointed vendor to run all conference details, including (but not limited to) advancing all meals and break outs, act as key contact/liason between hotel and CWCB and help make sure all signage is visible and properly placed	Be available on-site to answer any last minute questions, etc..	Estimate time to finish: 35 hours @ \$65/hr
			Total (not to exceed): \$2275

Total costs for Sections 1, 2, & 3: \$8775

Timeline:

All work to be completed August 27th through October 10. If requested, Golden Toad will meet with CWCB key contact to have a review of conference to discuss any details that occurred during conference time.

Next Steps:

Thank you for the opportunity to work with you in this partnership.

Provided this agreement meets your expectation please indicate your acceptance to Golden Toad. Once approved, Golden Toad will commence with work immediately.