



## Request for Proposals 30th Anniversary Book

### Summary of Project:

To create a book reflecting the contributions of women in business in Prince Edward Island. We see this book as a celebration of PEI business women over the years. The focus will be PEI women who created and led their businesses despite the odds and will include examples of female trailblazers from various industries. It will begin with an introduction to PEIBWA's 30-year history and contributions.

### Responsibilities:

- Collaborate with the PEIWBA team to create a vision, tone, look and feel for the book commensurate with the project budget.
- Outline and manage the steps to get the book to print.
- Create a detailed table of contents and develop the manuscript (with support from the PEIBWA team).
- Recommend ideal format and page length for the book.
- Include profiles, photos and interviews in the book.
- Create and manage the cover design.
- Copyedit, provide sample spreads for the PEIBWA team to review.
- Full typeset / book design of the manuscript.
- Once the manuscript is approved by both teams, provide a thorough copy edit and proofread.
- Conduct a final proofread.
- Prime book project management, operations, liaison with editors, book designer, printer, distributor and any other team members.
- Coordinate printing quotes, timelines and file delivery to the printers, and provide print run recommendations.
- Once the manuscript and files are sent to the printer, coordinate printer proofs and oversee the printing process and book delivery to PEIBWA.
- Book release date - October 1st, 2023

**If you are interested in this project please submit a proposal by April 21, 2023 at 12 noon. Outline the tasks required to ensure success, proposed timeline, total fee (including expenses) to complete the work outlined above. Please include two references and relevant examples of your work.**

Proposals will be evaluated on a number of criteria including: previous experience, price, availability, and references.

If you have any questions or require additional information, please contact Heather Nicholson, Communications and Events Officer, PEI Business Women's Association by phone at (902) 892-6040 or by e-mail at [heather@peibwa.org](mailto:heather@peibwa.org).