



# October 11th 2025

## Request for Proposal

Oktoberfest Pendleton invites your organization to submit a proposal for receiving a donation from the proceeds of the event.

Our organization seeks to create a fun event that supports the community. In the first three years of this event, we were able to donate to multiple community organizations as well as create a scholarship for area high school students. The amount of donation your organization could receive will vary based on many factors including number of volunteers, number of attendees, your organizations commitment and weather conditions.

In order to have a successful event and achieve these goals, we need volunteers. The volunteer schedule consists of a variety of jobs scheduled in approximately 4-5hour shifts: 1 shift Friday afternoon for setup, 3 shifts to cover the day of the event, and 1 shift on Sunday for clean-up. Each organization will need to provide volunteers to work during each of these shifts. We hope to have 20 volunteers from your group. Oktoberfest Pendleton will provide a schedule where your volunteers can sign up for a preferred time slot but some flexibility may be needed to ensure all volunteer slots are filled. The volunteer sign-up schedule is designed to spread out volunteers from multiple organizations to cover all the time slots needed.

During the review process, we will focus on the following areas, which are considered as pivotal

to the success of the project and your organization's partnership with Oktoberfest Pendleton.

What is your organization?

How does your organization serve our community? What would the funds be used for?

Can you commit at least 20 volunteers to the event?

Do you have volunteers that are 18+ and can help serve food, pour beer, sell

merchandise and tickets, or fill in where needed?

Timeline for proposal process:

- Submission deadline: **June 1, 2025**
- Applicants notified: **July 1, 2025**

Completed proposal should be submitted by email:

[oktoberfestpendleton@gmail.com](mailto:oktoberfestpendleton@gmail.com)

Questions regarding this request for proposal and any information outlined herein should be directed to:

Robin Fitzmorris, Oktoberfest Pendleton  
[oktoberfestpendleton@gmail.com](mailto:oktoberfestpendleton@gmail.com)

Thank you for your consideration, and we look forward to reviewing your submission. 2