

# Request for Proposals – Donor Wall at HFS

Hastings Family Service (HFS) is seeking the design and construction of a donor recognition wall for a recently completed capital campaign: Bring the Mission Home. This was a 3-year campaign raising \$1 million for the purchase and renovation of a new location.

## Goals:

- Recognize donors to a capital campaign
- Recognize annual donors
- Incorporate HFS logo/colors as well as “Bring the Mission Home”
- Create a lasting recognition in a unique, tasteful way while also honoring the fact that the community expectation is that we use our financial resources wisely

## Specification Details:

- Permanent installation of campaign donor names
- Interchangeable installation of annual donors – approximately 1,500 donors each year
- Space available: 9.5 feet wide x 11.5 feet tall
- Listing of approximately 356 different campaign donors
- Four/Five donor categories: Lead donors (11), Individuals (168) + Volunteers (95), Businesses and Foundations (34), In-Kind Donors (48)

HFS would like to incorporate an easily changeable or perhaps media-related component to recognize annual donors. This is really a separate recognition from the capital campaign but needs to be incorporated in the same space. Here is a photo of our temporary recognition



wall that provides an idea of the space available for this project.

Ideas that have been suggested include a watermark or mosaic on the wall with installation of the names on glass or plastic on top.

There is empty space in front of the wall so a 3D installation is possible.

Another idea was a watermark of the logo and somehow incorporating a bridge arching over the top where the lead donors could be highlighted. That would honor our riverfront heritage and could use iron/wire/natural materials...

We are open to all ideas that meet the goals listed above. You will find our logo and campaign info on our website at [www.hastingsfamilyservice.org](http://www.hastingsfamilyservice.org).

Please submit your proposal including timing and cost by February 27<sup>th</sup> to Amy Sutton at [amysutton@hastingsfamilyservice.org](mailto:amysutton@hastingsfamilyservice.org) or mail to 301 2<sup>nd</sup> Street E, Hastings, MN 55033. You may call Amy at 651-437-7134 with any questions or to set up a time to see the space or discuss the project.