



REQUEST FOR PROPOSALS

Event Venues for July 2017 – June 2018

(released June 7, 2017)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

Enclosed in this document is a list of the events for the 2017-2018 MPI Ottawa Program Year. All pertinent information and requirements for each event are included in the respective *Event Details* page. Please take a moment to review the information and indicate your interest in hosting an event(s), in order of preference, by filling out the *Venue RFP Response Form* on page 3.

ORGANIZATION DETAILS

About Meeting Professionals International

Meeting Professionals International (MPI) is the pivotal force in positioning meetings as a primary communications vehicle and a critical component of an organization's success. MPI leads the industry by serving the diverse needs of all people with a direct interest in the outcome of meetings, educating and preparing members for their changing roles and validating relevant knowledge and skills, as well as demonstrating a commitment to excellence in meetings

About the Ottawa Chapter

The 315 member Ottawa Chapter of MPI, established in 1984, empowers its members to increase their strategic value with education, professional development and business growth opportunities.

The association generally hosts twelve regular chapter functions from August to June each year, including education workshops, networking dinners, an annual charity fundraiser, an annual Awards Gala, and a golf event in the summer. The Board of Directors also hosts two retreats each year: the mid-year retreat in the fall and the year-end retreat in the spring. For more information, please visit www.mpiottawa.ca.

TENDER PROCESS:

- This RFP is open to both MPI members and non-members.
- RFPs are sent by broadcast email to all MPI members, and are posted on the Chapter website for public viewing.
- Board members or committee members must disclose any conflict of interest or personal intent when proposing, and remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- Proposals will be reviewed by individual Event Directors. A recommendation and rationale will be presented based on the rating matrix below.
- The successful quote will be selected by July 14, 2017. Unsuccessful bidders will be notified by email.
- A site inspection must be conducted prior to the final awarding of the contract.

DECISION PROCESS:

MPI Ottawa reserves the right to accept, in whole or in part, any submission; it also reserves the right to not select any of the submitted proposals should the selection criteria (price and experience) not be met. Proposals will be evaluated on the following criteria:

1. Price: 0-50 points

All costs and extra options must be clearly identified; however, price will not necessarily be the determining factor. Services offered on a complimentary basis will be taken into account, and must be clearly identified in your proposal with a dollar valuation.

2. Amenities/Services offered: 0-40 points

The number of services or amenities, including any extras offered which were not requested.

3. Responsiveness: 0-10 points

Based on submitting proposals on time, responding to inquiries in a timely manner, openness to questions on aspects of the proposal and demonstration within the proposal of how the supplier will react (timeline) to inquiries/requests, and general administration requirements during the contract period, etc.

4. Membership: 10 points

MPI members are not awarded contracts by default. Membership will be a determining factor if all remaining criteria are equal between bidders.

Total possible score: 110 points

PARTNERSHIP PROSPECTS

The selected venue for each event will be considered the **Host Venue**, and will receive the following standard benefits:

- Introduction and recognition of your venue at the event
- Logo on MPI Ottawa event page, linked to venue website
- Recognition/mention in the MPI Conventus
- One (1) complimentary registration to event
- An opportunity to address the participants at the event (2 minutes at the podium)
- Opportunity to showcase your facilities and services
- Post-event registration list

MPI Ottawa reserves the right to seek sponsorship opportunities to enhance our events (e.g., cocktails, wine, décor). The Host Venue will get the first right of refusal, and any goods and/or services extended on a complimentary basis will be recognized as in-kind contributions as per the MPI Ottawa Partnership Prospectus levels. In-kind contributions are valued at 60% of the total actual costs/contributions (e.g. complimentary services of \$8,500 are valued at \$5,100). Consideration is based on actual requirements for the event requested, as well as items listed on the events Wish List. If you choose to provide additional items, the labour and/or cost associated with said items are the responsibility of the supplier and are not applicable to the overall partnership level amount.

Venue RFP Response Form – Program Year 2017-2018

Date (preferred listed)	Event Name	Preference (1 st , 2 nd or 3 rd)
August 2017 – June 2018	MPI Ottawa Monthly Board Meetings	
July 22-23, 2017	CMP Summer Bootcamp	
September 14, 2017	September Kick off and AGM	
October 19, 2017	October Hands on Workshop	
November 3-4, 2017	Mid Year Board Retreat	
November 8, 2017	Lunch and Learn	
November 30, 2017	Festive Dinner	
January 13-14, 2017	CMP Winter Bootcamp	
February 1, 2018	MPI Charity Auction and Dinner	
February 16, 2018	Tasting Tour	
April 29-30, 2018	Year End Board Retreat	
May 9, 2018	Prix Prestige Awards Gala	
June 14, 2018	June Volunteer Appreciation Bash	

Name of Venue/Organization:			
Contact Name:			
Telephone:		Fax:	
Email:			
Signature:			
Date Signed:			
Wish List: Indicate your partnership interest by checking one or more of the following: <input type="checkbox"/> Cocktails at Reception <input type="checkbox"/> Wine with meal <input type="checkbox"/> Décor <input type="checkbox"/> Entertainment <input type="checkbox"/> A/V <input type="checkbox"/> Other: _____			

SUBMISSION

The submission deadline for proposals is no later than 5PM EST on June 21, 2017.

Please send this completed response form with full proposals and detailed quotes by email to:

MPI Ottawa Management Office

T: 613-507-7537

admin@mpiottawa.ca

Thank you in advance for your interest and co-operation. If you have any questions regarding this document, or the RFP process, please contact the MPI Ottawa Secretariat office.

MPI Ottawa Monthly Board Meetings

Date: First Wednesday of each month from August 2017-June 2018

Time: 4:30 PM – 6:30 PM

Brief Event Summary:

The MPI Ottawa Chapter Board of Directors holds regular monthly meetings (17 persons). There will be a total of 9 meetings that require meeting space. Location preference is outside of the downtown core, but open to all venues within 30km of Ottawa center.

Event Timing:

4:00 PM – Set Up

4:30 PM – 6:30 PM – Board Meeting

Current dates (subject to change):

Wednesday, August 2, 2017

Wednesday, September 7, 2017

Wednesday, October 4, 2017

Wednesday, December 6, 2017

Wednesday, January 3, 2018

Wednesday, February 7, 2018

Wednesday, March 7, 2018

Wednesday, April 4, 2018

Wednesday, June 6, 2018

Details/Requirements:

- Boardroom style for 17 persons
- WiFi connection
- One polycom with conference call phone line (toll-free)
- Standard projector and screen available upon request
- Electric plug-in for all attendees' laptops

Concessions and Inclusions:

- Complimentary function space
- No patch fees
- Complimentary parking
- Complimentary coffee/tea and beverages, and light snacks

Attendance Forecast: 17 people

CMP Summer Bootcamp	
Date: July 22-23, 2017	Time: 8:30 AM – 3:30 PM
<p>Brief Event Summary: Study group for event professionals looking to earn their CMP designation.</p> <p>Details/Requirements: - Complimentary function space</p> <p>Concessions and Inclusions: - All function space complimentary - Complimentary coat racks/coat check - Complimentary parking passes, if applicable - Complimentary Internet/WiFi</p> <p>Audio-Visual: Please indicate any available AV present in the suggested function spaces and associated charges, if applicable.</p> <p>Allocated Food and Beverage Spend: Arrival coffee & snack \$6.90, AM Break \$6.90, Lunch \$32.78, PM Break \$6.90. Totals are inclusive of tax and gratuity</p> <p>Attendance Forecast: max 20 people</p>	
<p>Historical Attendance Information: 2016: 7</p>	<p>Wish List / Partnership Opportunities:</p> <ul style="list-style-type: none"> • Complimentary upgraded menu • Complimentary or preferred parking rate

September Kick-off and AGM	
Preferred Date: Thursday, Sept 14th Alternates: Tues, Sept 12 th or Wed, Sept 13 th	Time: 5:30 pm – 9:00 pm
<p>Brief Event Summary:</p> <p>This event comprises the Chapter’s Annual General Meeting and a networking kick-off reception for meeting and greeting industry colleagues.</p> <p>Event Timing (tentative): 1:00PM – 4:30PM – Set-up 4:30PM – 5:30PM – Registration/Reception 5:30PM – 6:30PM – AGM 6:30PM – 9:00PM - Reception</p> <p>Details/Requirements:</p> <ul style="list-style-type: none"> • Function space for 100 theatre style • Function space for 100-125 people reception style with plenty of space to mingle • Registration Area (2 6 ft. tables) • Cruiser tables with linen • Internet/WiFi for registration <p>Concessions and Inclusions:</p> <ul style="list-style-type: none"> • Complimentary function space • Complimentary coat racks • Complimentary podium /microphone • No patch fees • 4 complimentary easels • 1 complimentary parking pass • No minimum spend on cash bar <p>Allocated Food and Beverage Spend: Food - \$30.00++ per person Drink Ticket - \$7.00++ per person <i>The venue is invited to showcase their culinary skills by upgrading the food and beverage for this event. An upgraded meal will be considered an in-kind donation and will be recognized accordingly.</i></p> <p>Audio-Visual: Please indicate any available AV present in the suggested function spaces and associated charges, if applicable.</p>	
<p>Historical Attendance: 2012: 85 2013: 133 2014: 119 2015: 91 2016: 85</p>	<p>Wish List/Partnership opportunities Décor items Complimentary projector/screen in AGM room</p>

October Hands on Workshop

Preferred Date: Wednesday, October 18, 2017

Time: 08:00-10:30AM

Alternate dates: October 17 or 19, 2017

Brief Event Summary:

Looking for location to host a hands-on learning workshop (floral design, décor staging, other options may be considered as event details are finalized)

Details/Requirements:

- Complimentary function space that is multi-functional
- Function space for 50-60 people

Concessions and Inclusions:

- Complimentary wi-fi
- Complimentary parking, if available
- No minimum spend
- 1 complimentary easel
- Complimentary coat check

Audio-Visual:

Please indicate any available AV present in the suggested function spaces and associated charges, if applicable

Allocated Food and Beverage Spend:

Food - \$29.00++ per person

The venue is invited to showcase their culinary skills by upgrading the food and beverage for this event. An upgraded meal will be considered an in-kind donation and will be recognized accordingly.

New Event Type for 2017

Historical attendance at October education events:

2015: 50

2016: 60

MPI Mid Year Board Retreat

Date: November 3-4 or 5-6 2017

Duration: 2 days

Brief Event Summary:

A retreat for the Board of Directors to focus on business plans for the Chapter. This generally includes two days of sessions, with lunch and breaks, and an evening dinner with team building element.

Proposed Event Dates (please indicate all available dates):

Friday – Saturday, November 3-4, 2017, or Sunday – Monday, November 5-6, 2017

Event Timing (tentative):

DAY 1

10:00 - 10:30 – Arrivals & Coffee break

10:30 - 12:00 – Session 1

12:00 - 1:00 – Lunch

1:00 - 3:00 – Session 2

3:00 - 3:15 – Health Break

3:15 - 5:15 – Session 3

5:30 - 8:30 – Reception & Dinner

DAY 2

8:30 - 9:00 – Breakfast

9:00 - 10:30 – Session 4

10:30 - 10:45 – Health Break

10:45 - 12:15 – Session 5

12:15 - 1:30 – Lunch

1:30 - 4:30 – Session 6

Details/Requirements:

- Main meeting room for up to 17 participants (preferably u shape + round tables in the back of the room for breakout discussions)
- Additional lounge area (foyer space) with comfortable seating for small group discussions
- Guestrooms are required. (approx. 15 for Day 1)

**Note, it is not a requirement of this RFP to supply Accommodations, but any inclusion will be considered as part of the RFP as a whole. Venues with accommodation facilities may submit proposals inclusive of accommodations, with accommodations as an option, or without accommodation.*

Attendance Forecast: 17 people

Concessions and Inclusions:

- Complimentary WiFi connections - guestrooms and meeting space
- Early check-ins on Day 1 and late checkouts on Day 2
- No patch fees

Anticipated AV Requirements

(please advise if any AV is included in function space):

- LCD projector and screen
- Flipchart
- Power drop for all attendees (everyone brings their own laptop)

Wish List / Partnership Opportunities:

- Discounted guestrooms
- Complimentary parking
- Complimentary guestroom upgrades

F&B menu enhancements over and above budget

Education Event: Topic TBD	
Date: November 8, 2017	Time: 11:00 – 1:00 PM
<p>Brief Event Summary: This event education session – topic TBD</p> <p>Event Timing (tentative): 10 am – Set-up 10:30 11:00 – Registration and Reception 11:00-1:00 PM – Lunch and Learn</p> <p>Details/Requirements:</p> <ul style="list-style-type: none"> • Function space for up to 50 pax in rounds (layout may be adjusted) • Registration Area: 2 6 ft. tables (outside room) • Lunch <p>Concessions and Inclusions:</p> <ul style="list-style-type: none"> • All function space complimentary • Complimentary coat racks • Complimentary podium • 2 complimentary easels • Complimentary parking passes for MPI Secretariat and guest speakers • Complimentary Wi-Fi for meeting attendees • No patch fees <p>Allocated Food and Beverage Spend: Lunch Spend: \$20 pp</p> <p><i>The venue is invited to showcase their culinary skills by upgrading the food and beverage for this event. An upgraded meal will be considered and in-kind donation and will be recognized accordingly.</i></p> <p>Audio-Visual: Please indicate any available AV present in the suggested function spaces and the associated charges, if applicable.</p> <p>Attendance Forecast: Up to 50 persons</p>	
<p>Historical Attendance Information: 2016: 30</p>	<p>Wish List / Partnership Opportunities:</p> <ul style="list-style-type: none"> • Complimentary or discounted guestroom for speaker(s) • Complimentary upgraded menu • Complimentary or preferred parking rate • Wine included with lunch

Festive Dinner	
Preferred Date: Thursday, November 30 th , 2017	Time: 5:00 pm – 9:30 pm
Alternates: Tuesday, Nov 28 or Wed, Nov 29, 2017	
<p>Brief Event Summary: This classic holiday event will be a reception and dinner with a focus on networking.</p> <p>Event Timing (tentative): 1:00PM – 4:30PM – Set-up 5:00PM – 6:30PM – Registration and Reception 6:30PM – 9:30PM – Dinner</p> <p>Details/Requirements:</p> <ul style="list-style-type: none"> • Function space for 160-200 reception style • Banquet rounds for 160-200 people • Registration Area (2 6 ft. tables) • Plated Dinner and Hors d’oeuvres • Wine with Dinner • Internet/WiFi for registration <p>Concessions and Inclusions:</p> <ul style="list-style-type: none"> • Complimentary function space • Complimentary coat racks • Complimentary podium /microphone • No patch fees • 4 complimentary easels • 1 complimentary parking pass • No minimum spend on cash bar <p>Allocated Food and Beverage Spend: Food - \$45.00++ per person Drink Ticket - \$8.00++ per person <i>The venue is invited to showcase their culinary skills by upgrading the food and beverage for this event. An upgraded meal will be considered an in-kind donation and will be recognized accordingly.</i></p> <p>Audio-Visual: Please indicate any available AV present in the suggested function spaces and associated charges, if applicable.</p>	
<p>Historical Attendance: 2012: 200 2013: 195 2014: 155 2015: 145 2016: 167</p>	<p>Wish List/Partnership opportunities Décor items</p>

CMP Winter Bootcamp	
Date: January 13-14, 2017	Time: 8:30 AM – 3:30 PM
<p>Brief Event Summary: Study group for event professionals looking to earn their CMP designation.</p> <p>Details/Requirements:</p> <ul style="list-style-type: none"> - Complimentary function space <p>Concessions and Inclusions:</p> <ul style="list-style-type: none"> - All function space complimentary - Complimentary coat racks/coat check - Complimentary parking passes, if applicable - Complimentary Internet/WiFi <p>Audio-Visual: Please indicate any available AV present in the suggested function spaces and associated charges, if applicable</p> <p>Allocated Food and Beverage Spend: Arrival coffee & snack \$6.90, AM Break \$6.90, Lunch \$32.78, PM Break \$6.90. Totals are inclusive of tax and gratuity</p> <p>Attendance Forecast: max 20 people</p>	
<p>Historical Attendance Information: 2016: 7</p>	<p>Wish List / Partnership Opportunities:</p> <ul style="list-style-type: none"> • Complimentary upgraded menu • Complimentary or preferred parking rate

MPI Charity Auction and Dinner

DATE: Thursday, February 1, 2018

TIME: 4:30 pm to 10:00p.m.

Brief Event Summary:

The MPI Ottawa Charity Auction and Dinner brings together members, industry sponsors and partners, colleagues and friends from across Canada to raise awareness and funds for the designated chapter charities, while providing an outstanding networking opportunity.

DETAILS / Set-up requirements:

4:30 p.m. to 6:30 p.m. Reception and Registration

- Complimentary function space
- Set-up time: 10 am
- Cocktail Reception for max of 700 people (Stand-up, multiple bars, no food)
- Auction area (twelve 6ft tables double sided) divided into three separate areas
- Registration area (8-6ft tables) with electrical power access
- Internet connection (WiFi or wired) for credit card processing
- Small private meeting room for 8 people, close to event available at 10:00 am

6:30 to 10:00 p.m. Dinner

- Complimentary function space
- Set-up time: 9:00 am
- Rounds of 10 for up to 700 people
- Plated 3 course meal
- Staging requirements to be confirmed once an AV company has been chosen, in the past the stage has been 40" x 18" x 32" (i.e. podium on raisers, two large screen etc.)

Attendance Forecast: 550 - 700 persons

Enhancements/concessions required:

- Complimentary podiums and microphone
- No patch fees if an outside AV company is awarded the contract
- Discounted rigging fees (ideal no fees)
- No minimum on cash bar
- 10 easels complimentary
- Complimentary parking for up to 12 people
- Complimentary meeting room for up to 8 people
- Coat check/racks

Allocated amount for meal: \$50.00 ++ per person based on 550 people

(The venue is invited to showcase their culinary skills; to enhance their menu for this elite group of members of MPI)

A/V Requirements: A separate RFP will be created and sent out once the venue is chosen. (Please identify who if any companies hold the contract for supplying AV and advise if any AV is included in function space). Access to the room the night prior to event at no cost, is ideal so that AV set up can take place, otherwise 7:00am access on the day of the event is a must.

Wish list/ sponsorship opportunities:

- ❖ Sponsored Cocktail reception
- ❖ Wine at the dinner
- ❖ Sponsored AV
- ❖ Sponsored Décor
- ❖ Sponsored Lighting
- ❖ Auction Items

Event Organizer(s) should be contacted for sponsorship details, (contact information is below).

Note: MPI Ottawa Chapter reserves the right to seek sponsorship to enhance their event (i.e. cocktails, wine, décor, etc.), however, the host venue will get the "first right of refusal"

Historical attendance Information:

2017: 698
2016: 619
2015: 646
2014: 693
2013: 700
2012: 682
2011: 616
2010: 500
2009: 410
2008: 350
2007: 370

This event is organized by: Community Outreach & CSR Committee

For more details, contact:
Larissa Johnston

Tasting Tour	
Date: Thursday, February 16, 2018 Alternate date: Wednesday, Feb 15	Time: 4:00 pm – 8:00 pm
<p>Brief Event Summary:</p> <p>This event is meant to bring together a small group of members to experience new tastes and venues around the city while engaging in meaningful networking. The event lead will work with the venue, restaurant or brewery to showcase your strengths, whether it be wine, beer, sauces, soups or breads, etc. Attendees will move to a few different venues throughout the night, spending approximately an hour at each location, and eating a course at each location</p> <p>Event Timing (tentative): 4:00PM – 4:30PM – Registration 4:30PM – 5:30PM – Venue 1 - Tasting and Networking (appetizers) 5:45 PM – 6:45 PM – Venue 2 - Tasting and Networking (main) 7:00 PM – 8:00 PM – Venue 3 - Tasting and Networking (dessert)</p> <p>Details/Requirements:</p> <ul style="list-style-type: none"> • Complimentary function space • Function space for up to 35-40 people, private or semi-private; • Food and Beverage provided for tasting by venue, please provide a sample menu <p>Concessions and Inclusions:</p> <ul style="list-style-type: none"> • All function space complimentary • Complimentary coat racks/coat check • 1 complimentary easel, if available • Complimentary parking passes for MPI Secretariat, if applicable • No minimum spend on bar <p>Allocated Food and Beverage Spend for each venue: \$12-20 ++ per person <i>The venue is invited to showcase their culinary skills by upgrading the food and beverage for this event. An upgraded meal will be considered an in-kind donation and will be recognized accordingly.</i></p>	
Historical Attendance: 2015: 25 2016: 32	Attendance Forecast: 30-35 people

Year End Board Retreat

Date: April/May 2018

Duration: 2 days

Brief Event Summary:

A retreat for the Board of Directors to focus on business plans for the Chapter. This generally includes two days of sessions, with breakfast, lunch, breaks, and an evening dinner with team building element on the first night.

Proposed Event Dates (please indicate all available dates):

Sunday – Monday, April 29-30, 2018

Sunday – Monday, April 22-23, 2018

Event Timing (tentative):

DAY 1

8:30 - 9:30 – Arrivals & Coffee break

9:30 - 10:30 – Session 1

10:30 - 11:00 – Health Break

11:00 - 12:30 – Session 2

12:30 - 1:30 – Lunch

1:30 - 3:00 – Session 3

3:00 - 3:30 – Health Break

3:30 - 5:30 – Session 4

6:00 - 8:00 – Reception & Dinner

8:00 - 10:00 – Team building activity

DAY 2

8:30 - 9:00 – Breakfast

9:00 - 10:30 – Session 5

10:30 - 11:00 – Health Break

11:00 - 12:30 – Session 6

12:30 - 1:30 – Lunch

1:30 – 4:00 – Session 7

Details/Requirements:

- Main meeting room for up to 25 participants (preferably u shape + round tables in the back of the room for breakout discussions)
- Guestrooms are required. (approx. 20 for Day 1)

**Note, it is not a requirement of this RFP to supply Accommodations, but any inclusion will be considered as part of the RFP as a whole. Venues with accommodation facilities may submit proposals inclusive of accommodations, with accommodations as an option, or without accommodation.*

Attendance Forecast: 25 people

Concessions and Inclusions:

- Complimentary WiFi connections - guestrooms and meeting space
- Early check-ins on Day 1 and late checkouts on Day 2
- No patch fees

Anticipated AV Requirements

(please advise if any AV is included in function space):

- LCD projector and screen
- Flipchart
- Power drop for all attendees (everyone brings their own laptop)

Wish List / Partnership Opportunities:

- Discounted guestrooms
- Complimentary parking
- Complimentary guestroom upgrades
- F&B menu enhancements over and above budget
- No patch fees

Prix Prestige Awards Gala

Date options: May 8, 9, 15 or 16, 2018

Time: 4:00 pm – 8:00 pm

Brief Event Summary:

The MPI Ottawa Prix Prestige Awards are designed to recognize excellence in active chapter members for their commitment, service and involvement in the chapter or industry and community at large.

MPI Ottawa's Prix Prestige Awards reflect the best of the best in the meetings industry and are awarded each year under the following categories: Planner of the Year, Supplier of the Year, Mentor of the Year, Volunteer of the Year, Student of the Year, and Rising Star. There are also two special categories bestowed at the discretion of the President: Honourary Member, and the President's Award.

Event Timing (tentative):

5:00 p.m. – 6:00 p.m. – Reception cocktail hour

6:15 p.m. – 7:30 p.m. – Awards ceremony

7:30 p.m. – 10:00 p.m. – Dinner

Details/Requirements:

- Venue with a separate theater to accommodate 300 plus attendees
- Accommodate event for three different aspects
- Reception, Theater (Awards presentation), Dinner
- Event Coordinator of venue to be able to sit in on the majority of meeting with the MPI Prix Prestige Awards Gala Committee
- First meeting is held in person at the venue for a site visit (date to be determined)
- Subsequent meetings to be held via conference call at lunch time 12:00 p.m. (dates to be determined)
- There are approximately 12 meetings including the first meeting and final meeting
- Final production schedule meeting - 2-hour meeting - to be held at venue after hours at 5:30 p.m.
- Downtown location
- Indoor / outdoor parking

Concessions and Inclusions:

- Wi-Fi connections for volunteers and MPI Ottawa Secretariat
- Access to green rooms for male / female volunteers (2 different rooms are required)
- Access to green room for band (if applicable)

Allocated Food and Beverage Spend for each venue: \$ 50++ per person

The venue is invited to showcase their culinary skills by upgrading the food and beverage for this event. An upgraded meal will be considered an in-kind donation and will be recognized accordingly.

Attendance

2016: 300

2017: 320

Attendance Forecast:

2018: 340

June Volunteer Appreciation Bash

Date: Thursday, June 14th, 2018

Time: 5:30 pm – 9:00 pm

Brief Event Summary:

This event is a networking event with a focus on thanking our chapter volunteers for their work throughout the year.

Event Timing (tentative):

1:00 PM- Room available for set up

5:30 PM -6:30PM – Registration and Reception

6:30PM – 8:30PM – Plated Dinner

Details/Requirements:

- Function space for 100 for reception. Lots of stand-up space to mingle
- Function space for 100 in rounds of 8 or 10 for plated dinner/ buffet
***Space to accommodate holding the reception and/or event outside (weather permitting) is considered an asset
- Registration Area (2 x 6 ft. tables)
- Cash bar (5:30PM – 9:00PM)
- Cruiser tables with linen
- Internet/WiFi for registration

Concessions and Inclusions:

- Complimentary function space
- Complimentary podium and microphone
- No patch fees
- No minimum on cash bar
- 3 complimentary easels
- Coat racks/Coat check
- Complimentary parking passes for MPI Secretariat, if applicable

Audio-Visual:

Please indicate any available AV present in the suggested function spaces and associated charges, if applicable.

Allocated Food and Beverage Spend:

Food - \$40.00++ per person

Drink Ticket - \$8.00++ per person

The venue is invited to showcase their culinary skills by upgrading the food and beverage for this event. An upgraded meal will be considered an in-kind donation and will be recognized accordingly.

Historical Attendance:

2016- 82

2015 - 83

2014 – 74

2013 – 80

2012 – 91

Wish List/Partnership opportunities

Cocktails or Wine at reception

Décor items

Other MPI Ottawa Events

GMID (April 12, 2017) – due to the tie in with the EVENT, the venue has already been determined