

Background

The West Shore Chamber of Commerce is seeking proposals for a facility to host its Annual Meeting & Dinner 2019. This dinner is held on Tuesday, December 3rd. At this event, the Chamber recognizes its volunteers, elects its incoming directors and celebrates another year of inspiring business in the West Shore community. The Chamber's most prestigious set of awards will be presented: the George C. Hoopy Award, the Les Ginanni Business Community Connection Award and the Edward M. Messner Inspiring Business Award and Business Achievement Award.

Agenda

1:30 pm	Chamber Staff Arrives
4:30 pm	Registration Opens
4:30-5:30 pm	Registration & Networking
5:45 pm	Dinner Service Begins
6:00 pm	Program and Award Presentations Begin
7:30 pm	Event Ends
8:00 pm	Chamber Staff Leaves

Attendance Numbers

This Chamber event requires seating for a minimum of 250 attendees. This number may vary and an accurate count will be available closer to the event date.

Food Service

- Heavy Hors d'Oeuvres
- Plated, Served Sit-Down Dinner: Chicken or Beef with a Gluten Free/Vegetarian Option at a \$25.00 Inclusive Rate
- Provide menu suggestions to include Seasonal Salad and Seasonal Dessert
- Linens, Glasses, Silverware, Condiments (required)

Registration Area

- Three Six-Foot Registration Tables (required)
- Three Chairs (required)
- One Wastebasket (required)

Audio/Visual

- Provided either by A/V Member or we would request:
 - Complimentary Podium (required)
 - Microphone (required)
 - Large Screen (required)

Room Set-Up

- Complimentary Room Rental/Set-Up Fees (required)
- No Head Table
- Stage with Steps on Both Sides (required)
 - o Podium on Stage
- An American Flag (required)
- Pennsylvania State Flag (required)
- Round Tables of Eight (required)

Parking

Sufficient parking for an event of this size is required. Proposals should include any logistical requirements for parking.

Proposal Outline and Instructions

Proposals must include:

- Proposal form (found on page 3) or a cover sheet that includes the same information.
- An itemized price list to include any and all fees or services that would be appropriate for an event of this nature
- Information on any additional resources that you provide that would be beneficial for the event described in this proposal

Selection Criteria

Decision awarded based on the following criteria in no specific order or priority:

- Facility and Location
- Menu and Pricing
- Availability in Provided Date
- Membership to the West Shore Chamber of Commerce (required)

Proposals Deadline: Noon, Friday, February 8, 2019

Email: krystin@wschamber.org

Subject Line: RFP – 2019 Annual Meeting & Dinner - Location

If after emailing a proposal you do not receive a reply email within 24 hours confirming receipt, please call (717) 761-0702 for confirmation of receipt. Proposals which are incomplete and/or received after the deadline will not be considered. If any changes are made to the specifications, those who quoted will be notified and asked to provide an updated bid.



PROPOSAL SUBMISSION FORM

It is acceptable to use a typed coversheet with the SAME information in lieu of this form.

Name of Primary Contact:		
Company:		
Phone:	Email:	
Address:		
City:	State:	Zip:

Note: Proposals will only be selected from West Shore Chamber of Commerce Members.

References:

1.
2.
3.

Facility Availability

Date Available:

- Tuesday, December 3, 2019

Proposal Check List

This proposal includes:

- Proposal form or a cover sheet that includes the same information including references and facility availability
- An itemized price list to include any and all fees or services that would be appropriate for an event of this nature
- Additional Information: _____

Proposals Deadline: Noon, Friday, February 8, 2019

Email: krystin@wschamber.org

Subject Line: RFP – 2019 Annual Meeting & Dinner - Location

Proposals must be emailed and submitted in a Word or PDF format.

If after emailing a proposal you do not receive a reply email within 24 hours confirming receipt, please call (717) 761-0702 for confirmation of receipt. Proposals which are incomplete and/or received after the deadline will not be considered. If any changes are made to the specifications, those who quoted will be notified and asked to provide an updated bid.