

Background

The West Shore Chamber of Commerce is seeking proposals for a facility to host its third annual Luminary Awards Luncheon on Wednesday, August 28, 2019. The Luminary Awards highlights two West Shore Chamber business women nominated by their peers who excel within their work environment and community. The highly respected award nominees are all recognized for their outstanding character, commitment, professional achievement, stellar performance and attitude.

Agenda

9:30 a.m.	Chamber Staff Arrives
11:30 a.m.	Registration Opens
12:00 p.m.	Lunch Service Begins
12:30 p.m.	Program and Award Presentations Begin
1:30 p.m.	Event Ends
2:30 p.m.	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 event date.

Food Service

- Plated, Served Sit-Down Lunch: Chicken or Beef with a Gluten Free/Vegetarian Option at a \$20.00 Inclusive Rate
- Provide Menu Suggestions include Seasonal Salad and Seasonal Dessert
- Linens, Glasses, Silverware, Condiments (required)

Registration Area

- Three Six-Foot Registration Tables (required)
- Four 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
- An American Flag (required)
- Pennsylvania State Flag (required)
- Round Tables of Eight (required)
- Stage with Steps on Both Sides and Railing (required)
 - o Podium on Stage

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 on Provided Date
- A floor plan of the proposed event space
- Membership to the West Shore Chamber of Commerce (required)

Proposals Deadline: Noon, Friday, February 8, 2019

Email: krystin@wschamber.org

Subject Line: RFP – 2019 Luminary Awards Luncheon - 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 Availability:

- Wednesday, August 28, 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
- A floor plan of the proposed event space
- Additional Information: _____

Proposals Deadline: Noon, Friday, February 8, 2019

Email: krystin@wschamber.org

Subject Line: RFP – 2019 Luminary Awards Luncheon - 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.