



Meeting Professionals International (MPI) Toronto Chapter is seeking **ENTERTAINMENT PARTNER** for our: Winter Social & fundraiser event – December 2nd, 2026.

The MPI Toronto Chapter is Canada's largest chapter in MPI and is known for having a great community of industry professionals. Our members believe in working with companies they know and trust along with fellow members and supporters of MPI are valued based on the knowledge that they share the same goals and principles. Let us connect you with your fellow industry professionals by partnering with our chapter.

We offer several different events throughout the year, so if at this time you are not able to support, please let us know if we can reach out to you again for another event.

Please ensure your proposal addresses the requests of this form and forward your proposal to the MPI Toronto Chapter representative as noted below.

Additional information can be requested upon request.

FIRM DEADLINE TO RESPOND: Friday, October 23, 2026

DECISION DEADLINE BY COMMITTEE: Friday, November 6, 2026

If you have any questions about this proposal, please contact:

Erinn Young, Chapter Administrator

erinn@mpitoronto.org

905-567-9591

TENDER PROCESS:

- This RFP is open to both MPI members and non-members.
- RFPs are sent by broadcast email to all MPI members
- Board members and/or committee members must disclose any conflict of interest or personal intent when submitting a proposal and must remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- Proposals will be reviewed by the Committee and Chair. A recommendation and rationale will be presented to the committee based on the matrix below.
- Unsuccessful bidders will be notified by email.

STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT INFORMATION			
Event Overview:	The MPI Toronto Chapter is seeking an ENTERTAINMENT PARTNER for our Annual Winter Social & Fundraiser – December 2, 2026.		
Projected # of Attendees	280	Event Time:	5:30 PM-9:30 PM
		Load-in:	Preliminary Access 10:00 AM
		Load-out:	9:30 PM–11:30 PM
Planner/Supplier %	40/60	Location:	Liberty Grand – Centennial Room

ENTERTAINMENT REQUIREMENTS	
DETAILS:	Theme: Grand Masquerade This year’s Winter Social brings <i>Grand Masquerade</i> to life through an elegant blend of old-world glamour and festive winter sophistication. Inspired by the mystery and grandeur of Venetian masquerade, the experience should feel theatrical, refined and celebratory, with decorative masks and formal attire contributing to the atmosphere. The Atmosphere: Elegant, mysterious and sophisticated, drawing inspiration from traditional Venetian masquerade while incorporating a festive winter feel. The Dress Code: Black-tie optional / dress to impress, with guests encouraged to incorporate masquerade masks into their evening attire. The Entertainment: Entertainment should complement the sophistication and energy of the <i>Grand Masquerade</i>, creating memorable moments throughout the evening while supporting conversation, networking and the overall guest experience. The entertainment should feel festive and elevated without leaning into traditional Christmas themes. What We’re Looking For We are looking for an Entertainment Partner who can help bring the <i>Grand Masquerade</i> experience to life through engaging, sophisticated and memorable entertainment. We welcome proposals for one or multiple entertainment elements, including: • Live Entertainment / Performers: Musical or performance-based entertainment that complements the <i>Grand Masquerade</i> atmosphere. This may include live musicians, vocalists, specialty performers, roving entertainment or other creative concepts appropriate for the evening. • DJ / Musical Entertainment: Music that supports the progression of the evening, from reception and dinner through to a more energetic social atmosphere later in the program. Music should complement the elegant setting while allowing guests to comfortably network and converse. • Photo Booth / Photo Activation: An engaging and visually elevated photo experience that incorporates the <i>Grand Masquerade</i> theme and encourages guest participation. Creative concepts involving masquerade masks, themed props, digital sharing or branded elements are welcomed. • Other Guest Experience / Entertainment Ideas: We welcome creative recommendations for interactive or experiential entertainment that aligns with the theme and adds value to the guest experience.

	As part of MPI Toronto Chapter's commitment to diversity, equity and inclusion, we welcome entertainment that reflects Canada's diverse artistic and cultural landscape. We encourage proposals featuring performers and creative professionals from diverse backgrounds and perspectives. Entertainment should embody the following qualities: • Upbeat & Engaging – Energetic and engaging, enhancing the social atmosphere and overall guest experience. • Festive, Without the Cliché – Seasonal and celebratory while avoiding traditional Christmas themes, carols or overt holiday entertainment. • Thematically Aligned – Entertainment should complement the elegance, mystery and theatrical character of the <i>Grand Masquerade</i>. This may include live music, jazz or contemporary interpretations, roving performers, specialty acts or other creative concepts that enhance the theme. • Musical Direction – Music should feel sophisticated and celebratory, transitioning appropriately throughout the evening from reception and dinner to a more energetic social atmosphere. • Guest Experience – As networking and conversation are important parts of the Winter Social, sound levels and entertainment should complement rather than overpower the guest experience, particularly during the reception and dinner portions of the evening.
MPI Toronto Chapter Budget:	As the Winter Social is a fundraising event, MPI Toronto Chapter is actively seeking in-kind, partially sponsored and sponsored entertainment partnerships to help bring the <i>Grand Masquerade</i> experience to life. A limited chapter budget of up to \$1,500 is currently available to support entertainment and guest experience elements. However, potential partners are encouraged to submit their creative concepts and full retail pricing regardless of the available chapter budget, as MPI Toronto Chapter may explore additional sponsorship opportunities to support selected entertainment elements. Please clearly identify the full retail value of your proposal and any in-kind or partnership opportunities available. Selected concepts will be considered based on overall fit, guest experience, available funding and sponsorship opportunities.
Proposal Requirements:	Please clearly itemize the following in your proposal, where applicable: • Proposed entertainment concept(s) and description • Duration and timing of each entertainment element • Technical / AV requirements and equipment • Setup, sound check and load-out requirements • Space and staffing requirements • Retail value • In-kind / sponsored contribution • Final cost to MPI Toronto Chapter • Additional requirements, including meals and parking • Optional enhancements and associated costs If proposing multiple entertainment elements, please itemize each element separately to allow MPI Toronto Chapter to consider individual options based on budget and program requirements.

MPI Sponsorship Deliverables:	Sponsorship benefits will be tailored based on your contribution's value. Let's collaborate to create a memorable, visually striking experience together. Please advise your Total Value of Sponsorship.
-------------------------------	--

SELECTION PROCESS

MPI Toronto 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