



Meeting Professionals International (MPI) Toronto Chapter is seeking **MASTER OF CEREMONIES** for our 2026 Awards Gala on March 12, 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: Tuesday, February 10, 2026

DECISION DEADLINE BY COMMITTEE: Tuesday, February 17, 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 currently seeking an in-kind Master of Ceremonies (MC) partner for our highly anticipated 2026 Awards Gala , taking place on: Thursday, March 12, 2025		
Projected # of Attendees	250+ industry professionals	Load In:	7:00 AM
		Event:	6:30 PM-9:30 PM
		Load Out:	9:30 PM-11:30PM
Seating	rounds of 8 with Stage	Location:	Metro Toronto Convention Centre Constitution Hall

MC REQUIREMENTS	
DETAILS:	<p>The Role of the MC in Event Success</p> <p>An exceptional event experience depends on more than design and décor—it hinges on how well the evening flows, how connected the audience feels, and how clearly the key moments are communicated.</p> <p>That's why the Master of Ceremonies plays such a vital role.</p> <p>We're looking for an MC who can:</p> <ul style="list-style-type: none">• Set the tone and create a welcoming atmosphere• Guide guests seamlessly through the evening's schedule• Highlight sponsors and partners with professionalism and enthusiasm• Keep guests informed and engaged throughout the program• Ensure the event runs smoothly and maintains momentum <p>Your presence on the mic helps shape the overall guest experience and brings the event to life in a way no décor ever could.</p> <p>MC Role & Responsibilities</p> <p>As the event's official Master of Ceremonies, you will play a key role in the guest experience, including:</p> <ul style="list-style-type: none">• Welcoming guests and setting the tone for the evening• Presenting key announcements, including sponsor recognition and run-of-show• Introducing activities and guiding guests through the event schedule• Keeping the energy high and audience engaged throughout the night <p>You'll be front and center, representing your brand to a room full of leading meeting & event planners, suppliers, and industry professionals.</p>

<p>MPI Toronto Chapter Budget:</p>	<p>We are currently seeking in-kind sponsorship for Master of Ceremony services to help bring our vision to life.</p> <p>As our MC partner, you'll showcase your creative work to an audience of event professionals, gain brand exposure, and be recognized throughout the event.</p>
<p>MPI Sponsorship Deliverables:</p>	<p>Why Partner as Our MC Sponsor?</p> <p>This is a high-profile opportunity to showcase your talent and brand to a targeted, influential audience in the event industry. Benefits include:</p> <ul style="list-style-type: none"> • Brand exposure and recognition throughout the event • Social media promotion pre- and post-event (MPI Toronto Chapter channels) • Verbal and visual acknowledgment during the evening • Opportunity to network with top industry professionals in an immersive, inspiring environment <p>Sponsorship benefits will be customized based on the value of your contribution.</p> <p>We are seeking an in-kind sponsor for MC services. In return, you'll receive customized promotional opportunities and play a key role in one of the chapter's most anticipated events.</p> <p>Please share your Total Estimated Value of Sponsorship, and we'll collaborate on a package that aligns with your brand and contribution.</p> <p>Thank you for considering this opportunity to help shape a memorable Winter Social experience.</p>

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