



Meeting Professionals International (MPI) Toronto Chapter is seeking an **Event Partner** for our Winter Social & fundraiser event – December 2nd, 2025

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. Members and supporters of MPI value the knowledge and shared goals and principles. Let us connect you with your fellow industry professionals by partnering with our chapter.

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

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

FIRM DEADLINE TO RESPOND: Tuesday, October 28, 2025

DECISION DEADLINE BY COMMITTEE: Friday, October 31, 2025

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:	<p>Our annual Winter Social is well attended to reconnect with colleagues and friends. Due to popular demand, dinner is included and once again, there will be a fundraising auction.</p> <p>The date is set: Tuesday, December 2, 2025</p>		
Projected # of Attendees	250	Time:	6:30PM - 9:30PM
Planner/Supplier %	40/60	Location:	Hilton Mississauga /Meadowvale Graydon Hall & Foyer

PARTNER REQUIREMENTS	
DETAILS:	<p><i>This year's theme is: Northern Lights – Frost & Found</i></p> <p>This year's theme evokes the mystique of the aurora borealis, blending shimmering lightscapes, cool tones, and magical, frosted atmospheres. We are seeking an act that captures this essence — energetic, visually captivating, winter-inspired, and festive — without leaning into traditional Christmas themes.</p> <p>The Planning Committee is seeking your involvement with this event based on your Destination's location being North and connection to the northern lights and might have a local winter element to showcase and promote.</p> <p>We are seeking multiple destinations to participate in for greater membership inclusion, or even a single title sponsor as was done in the previous year.</p> <p>Participation could go toward decor, AV lighting, photo booth vignette, or a presented option for consideration.</p>
Chapter's Budget:	\$0.00
Cash Donation:	Minimum \$1,000.00
Please advise your Total Value of Sponsorship:	Note: Your sponsorship will include you a 2 minute video play during the event plus additional Partnership offerings can be made, based on total value \$ of In-Kind package.

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