

Meeting Professionals International (MPI) Toronto Chapter is seeking a **Venue Partner** for our **2026 Awards Gala**.

***The date is not set and considering either March 3, 4, 5, 10, 11 or 12, 2026th. Please offer all dates available and include your preferred date in your proposal.***

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.

Additional information can be provided upon request.

**FIRM DEADLINE TO RESPOND:** December 19, 2025

**DECISION DEADLINE BY COMMITTEE:** January 16, 2025

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

Erinn Young, Chapter Administrator

[erinn@mpitoronto.org](mailto: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.
- A site inspection may be conducted prior to the final awarding of the contract.

# STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT & COMMITTEE INFORMATION					
Event Overview:	<p><b>Event overview:</b> The MPI Annual Award Gala is a prestigious and much-anticipated event that celebrates the achievements and contributions of our dedicated members. It is an evening of glamour, recognition, and networking, where we come together to honour the exceptional members of the MPI Toronto Chapter that make our organization thrive.</p> <p><b>Objective:</b> The objective of the Annual Award Gala is to bring together industry professionals, including event planners and suppliers, in a celebratory and prestigious atmosphere. This event aims to recognize and honor the outstanding contributions, achievements, and innovation within the meeting and event industry while fostering networking opportunities and promoting the spirit of collaboration among attendees. Through a captivating evening of awards, entertainment, and fine dining, the gala strives to inspire, connect, and uplift the MPI community, reinforcing the significance of excellence and leadership within our industry.</p>				
Projected # of Attendees	250+	% Planner/Supplier:	40/60	Load IN:	7:00AM
				Reception:	5:30PM
				Dinner:	6:30PM
				Load Out:	9:30PM-12AM
OVERVIEW OF SPONSORSHIP REQUIREMENTS					
<p>The MPI Toronto Chapter is seeking an in-kind venue rental for their annual 2026 awards gala.</p> <p><b>The date is not set and considering either March 3, 4, 5, 10, 11 or 12, 2026<sup>th</sup>. Please offer all dates available and include your preferred date in your proposal.</b></p>					
VENUE REQUIREMENTS					
DETAILS:	<p>For the venue we will require the following:</p> <p><b>Seating:</b> Rounds and cocktail set up</p> <p><b>Event space:</b></p> <ul style="list-style-type: none"> <li>Reception space. Separate from dining room. Bar and cocktail tables</li> <li>Dining room. Rounds of 8 and 10 with AV, stage, etc.</li> </ul> <p><b>Format of the event:</b> The format of the event will be a memorable sit-down dinner, set in an elegant atmosphere, where attendees can savor the culinary delights prepared by our chosen venue. Prior to the gala dinner, a pre-reception will allow guests to mingle, network, and enjoy exquisite passed hors d'oeuvres and refreshments. Throughout the evening, the excitement will build as we announce the prestigious awards in a captivating manner, interspersed seamlessly with each course of the meal. This unique format ensures that the celebration of our MPI Toronto Chapter members' achievements is perfectly integrated into a delightful culinary journey, making for an unforgettable evening of recognition and camaraderie.</p>				

**F&B Component Details:****1. Three-Course Dinner:**

- We are looking for a three-course dinner menu that reflects creativity and offers a diverse range of flavors and options.
- The menu should include options for various dietary preferences, including vegetarian, vegan and gluten-free.
- Presentation and plating should be visually appealing and in line with the overall theme of the event.

**2. Passed Hors d'oeuvres:**

- We request a selection of innovative and visually appealing passed hors d'oeuvres to be tray passed during the cocktail reception.
- These should be easy to eat while mingling and provide a taste of the culinary creativity that guests can expect from the dinner.

**3. Cash Bar:**

- We require a cash bar service that offers a variety of alcoholic and non-alcoholic beverages.
- Table hosts may purchase Bottles of Wine for dinner, if not sponsored
- Creativity in crafting signature cocktails & mocktails and beverage presentation is encouraged.

**4. Corkage Policy:**

- Should we have a wine sponsor, how does your corkage policy work?

**Other Consideration:**

- In-House AV – waive associated costs should MPI Toronto Chapter wish to partner with an alternate supplier.
- Printed Menus
- Centerpieces (including tea light candles, vases, etc.)
- Coloured linens
- Coat check
- Complimentary parking for all, or please indicate the number of complimentary passes.
  - Please indicate your self-parking rate or closest offsite lot
- Guestroom block – a Courtesy room block of 20 rooms for night of the event, with a booking link. All charges to the individuals.
  - If you don't have guestrooms, provide name of hotel closest too.

**Proposal Submission:**

We invite interested venues to submit their proposals, including a detailed F&B plan that aligns with the above requirements. Please include menu options, pricing, and any additional information that showcases your culinary creativity.

**Selection Criteria:**

The selection of the venue will be based on various factors, including the creativity and uniqueness of the proposed F&B offerings. We are looking for partners who can provide an exceptional dining experience that enhances the overall event.

Budget:	<p>\$85.00 per person inclusive of gratuities/service and admin fees, for venue and F&amp;B. HST would be in addition to the \$85.00.</p> <p>MPI cannot guarantee minimum spending, however the history of these events has been 1.5 drinks per person on average for cash bar.</p> <p>Reception: Venue's choice, we suggest this is your opportunity to be creative and show off your venue's culinary capabilities.</p>
Please advise your Total Value of Sponsorship:	<p>Note: In-Kind sponsorship will allow a brief welcoming address to attendees and can offer site inspections to those that wish. Low costs benefit our participants by increasing attendance and therefore increasing your exposure to potential clients.</p> <p>Additional deliverables awarded based on retail value of sponsorship.</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**