

REQUEST FOR PROPOSALS

Audio Visual – MPI Ottawa Prix Prestige Awards Gala 2026

(Released, July 15th - Proposals due July 29th)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

The Ottawa Chapter of MPI is seeking audio-visual and production services for the Prix Prestige Awards, which will take place Thursday, September 24th, 2026, from 4:00 pm – 7:30 pm EST (approximate times) at Lago bar and Grill.

ORGANIZATION DETAILS

Meeting Professionals International [MPI Ottawa Chapter](#), established in 1984, empowers 200+ members to drive business growth and professional development. Our community hosts 10 events per year, including education workshops, networking dinners, an awards gala, and the renowned Charity Auction & Dinner.

TENDER PROCESS

- Open to both MPI members and non-members.
- RFPs are emailed to MPI members and posted on the Chapter website.
- Board/committee members must disclose conflicts of interest and recuse themselves from discussions if applicable.
- Proposals will be acknowledged upon receipt and reviewed by Event Directors, who will provide recommendations based on the selection process.
- Unsuccessful bidders will be notified by email.

EVENT DETAILS

The MPI Ottawa Prix Prestige Awards are designed to recognize excellence in active chapter members for their commitment, service and involvement in the chapter or industry and the community at large. MPI Ottawa's Prix Prestige Awards are presented annually (now in September) in the following categories, to recognize the best of the best in the meetings industry. We present 7-8 awards during the awards portion of the evening.

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REQUIREMENTS

The successful bidder of the MPI contract will be responsible for providing Audio Visual equipment as listed below and production support for the MPI Prix Prestige Award Gala. Consideration will be given to In-Kind sponsorships.

Main Floor: Awards Ceremony | Set up Theatre for 200

The formal awards ceremony will take place on the second floor, after a reception on the main floor. A draft floorplan is provided below.

- 2 screens and projectors, or other solutions that the AV provider may want to suggest
 - One on either side of the stage (Potentially 16'x 8'x 20" stage)
 - Stage set up between the two centre pillars
 - Printed/creative backdrop or Pipe & Drape
- 1 podium mic for Sponsors and Award Recipients
- 2 wireless Headset mic kit for 2 MC's
- Complete PA system to accommodate the size of room and guests (up to 200)
- PC to run PowerPoint, which may include videos and sound and require a graphic switcher
- Stage lighting
- Up lighting throughout the room to create an awards-like feel in the room
 - Nice to have: Moving lights for enhanced ambiance.
- Preproduction: 2 production calls prior to the event
- Labour for install, operate and dismantle

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2nd Floor: Reception

- TV – for registration with laptop for looping content
- Laptop for looping content in reception hall – plug into house TVs
- Background music plug into house sound system
- Other recommended enhancements - LED pillars

Although this is a sole-source RFP, venue-provided built-in equipment is available for use at the supplier's discretion. The selected supplier will be responsible for coordinating

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Picture: Second Floor | Set up reception for 200



Attendance Forecast

200 people

Historical Attendance Information:

- 2025: 180
- 2024: 300
- 2023: 250

Event Timing (To be Confirmed):

10:00 am to 3:00pm – Setup, including AV setup (with rehearsals in all event spaces)

3:30 pm – Run-through/Rehearsals

4:30:00 pm to 6:00 pm – Registration & Cocktail

6:00 pm to 7:30 pm – Awards ceremony (presenting up to 6-8 Awards)

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Miscellaneous Information

Theme

The overarching event theme is a Business Formal/Professional event
The colour palette is to be determined.

Access (To be Confirmed)

Access to the room for setup is the day of the event as of 10:00 am on Thursday, September 24th, 2026. The second-floor room must be set up by no later than 3:00 pm, there will be a run-through/ rehearsal tentatively scheduled at 3:30 pm with the MC, sponsors, and nominees.

Budget and Partnership Prospectus

We are working with a budget of **\$15,000 + Tax** for this event. Which includes any electrical costs, labour and admin fees.

In-kind partnerships are a great way to showcase your services to the MPI membership who are of course your current and potential clients. In-kind contributions are valued at 60% of the total actual costs/contributions (e.g. complimentary services of \$8,500 are valued at \$5,100). Consideration is based on actual requirements for the event requested and items listed on the event's Wish List. If you choose to provide additional items, the labour and/or cost associated with said items are the responsibility of the supplier and do not apply to the overall partnership level amount. For more information, please download our [2026 MPI Ottawa Chapter Partner Prospectus](#)

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This event is organized by:

Prix Prestige Awards Committee under the direction of the Director of Awards and Recognition.

EVALUATION CRITERIA

Please see MPI Ottawa's [Selection Process details here](#).

Thank you in advance for your interest and co-operation. If you have any questions regarding this document or the RFP process, please contact the MPI Ottawa Chapter Administrator- admin@mpiottawa.ca