



REQUEST FOR PROPOSALS

Décor Services– MPI Ottawa’s 2027 Charity Auction and Dinner

(Released Wednesday, September 2, 2026, proposals due Friday, October 2, 2026)

ABOUT THIS RFP

The Ottawa Chapter of MPI is seeking décor services for our Charity Auction Dinner Event taking place Thursday, February 25, 2027, at **The Westin Ottawa** in the Ballroom (level 4), with registration taking place in the Ballroom Foyer.

ORGANIZATION DETAILS

Meeting Professionals International (MPI) is the pivotal force in positioning meetings as a primary communications vehicle and a critical component of an organization’s success. MPI leads the industry by serving the diverse needs of all people with a direct interest in the outcome of meetings, educating and preparing members for their changing roles and validating relevant knowledge and skills, as well as demonstrating a commitment to excellence in meetings

WHY THIS MATTERS

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.



REQUEST FOR PROPOSALS

Décor Services– MPI Ottawa’s 2027 Charity Auction and Dinner

(Released Wednesday, September 2, 2026, proposals due Friday, October 2, 2026)

- 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.

EVALUATION CRITERIA

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

VENUE BENEFITS

Visit our [sponsorship prospectus](#) to see all the benefits of being a Venue In-Kind sponsor!

Make your mark on one of the most prestigious networking and fundraising events in Ottawa. Submit your proposal and seize the opportunity to connect with key industry professionals with immense buying power.

THE THEME AND DETAILS

The Annual Charity Auction & Dinner is one of our industry’s most anticipated nights of the year for networking, socializing, and fundraising. This year, our theme is “MPI Presents: Lights, Camera, Give!” – a nod to old Hollywood glamour. We are looking for creative décor ideas to tie into our theme. This could be communicated through film reel centrepieces, a red-carpet arrival for our guests with velvet stanchions, feathers, shimmering decorations, etc. If there is an opportunity for interactivity with the decor as well, that would be greatly welcomed. We look forward to seeing your ideas!

Attendance: 450-550

Location: The Westin Ottawa in the Ballroom (level 4), with registration taking place in the Ballroom Foyer, 11 Colonel By Drive, Ottawa, ON K1N 9J1



REQUEST FOR PROPOSALS

Décor Services– MPI Ottawa’s 2027 Charity Auction and Dinner

(Released Wednesday, September 2, 2026, proposals due Friday, October 2, 2026)

Floorplan and schedule will follow.

This is a great opportunity to showcase your company to a large audience of meeting planners and meeting industry professionals. Please look at the Sponsorship opportunities below for any in-kind services you can offer and kindly note that the committee is prepared to help offset costs and can pick up items, assist with décor setup, etc.

BUDGET & PARTNERSHIP PROSPECTUS

We are working with a budget of \$7,000 (exclusive of taxes) for this event.

SUBMISSION

KEY DATES

Tuesday, September 22, 2026 - Deadline to submit questions related to RFP

Tuesday, September 29, 2026 - Response to questions provided by MPI Ottawa

Friday, October 2, 2026 - Deadline for proposal

Friday, October 9, 2026 - Contract awarded/non-successful bidders notified.

Please submit all proposals to Miranda Boyer at admin@mpiottawa.ca.

Any questions about this RFP please reach out to Miranda Boyer at admin@mpiottawa.ca.

******Thank you in advance for your interest and cooperation***