



RFP: Event Venue

MPI Ottawa's Charity Auction and Dinner 2027

Released June 15, 2026 | Proposals due July 3, 2026
Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter seeks a premier venue for its 2027 Charity Auction and Dinner on **Thursday, February 25, 2027 (non-flexible date)**. This high-profile event attracts approximately 500 attendees, including influential meeting professionals and decision makers with significant buying power in Ottawa, while raising important funds in the Ottawa-Gatineau region. 2026's event raised \$40,000 for 5 deserving charities.

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, included in MPI Ottawa's Express Newsletter 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 Co-Chairs and Director, who will provide recommendations based on the selection process.
- Unsuccessful bidders will be notified by email.

EVENT DETAILS

- Registration Opens: 5:00pm
- Networking Reception: 5:00pm to 7:00pm
- Dinner and Auction: 7:00pm to 10:00pm
- *New: After Party with DJ: 10:00pm to 12:00am
- Attendance: 450-550 attendees

VENUE REQUIREMENTS

- Reception Set-Up: Foyer area outside of primary meal space
- Dinner Set- Up:
 - Rounds of 8-10 | Seating for 450-600 with a reception area
 - Auction Space: Room for six 6-8' tables- in foyer (in conjunction with Reception area)
- Food & Beverage: **Budget \$120-125** per person which includes:
 - 3 course menu with upgrade option from venue sponsorship
 - 2 glasses of wine per person, or equivalent amount of bottles per table
 - **INCLUDES** gratuities
 - Cash bar service including mocktail menu
- Dedicated office space
- Dedicated registration area that includes access to power
- Concessions Needed:
 - Complimentary function space, coat check, menu upgrades, green rooms, and dedicated office space, waived or heavily discounted WiFi and power drops.
 - If not waived, AV quote for WiFi and power drops **MUST** be included with your proposal for our proper budgeting process.
- Additional Requests:
 - Parking for 12 vehicles, AV setup access night before, auction item donation, simple table décor (as required), added values to entice table sponsorship/purchases
- ***NEW THIS YEAR*** MPI Ottawa is looking to host an After Party following the end of the Gala. Please include the option to re-use the venue space booked or if you have a secondary room that you think this would work well in. The format for this will be stand up reception style with cash bar and entertainment. This will provide additional bar revenue for the venue and should be considered when providing proposal. Venue has option to sponsor After-Party

AV REQUIREMENTS

The below requirements are listed to understand the full production set up.

An AV RFP will be issued to suppliers once a venue has been selected. As noted above please include all of the exclusive venue AV services in your full proposal. The AV RFP will be issued to your in-house supplier as well as external suppliers. Please ensure your proposal outlines everything that needs to be provided in house.

Full production requirements:

- Complete PA system to accommodate the size of the room, and the number of expected guests
- Stage backdrop and lighting for podiums, stage wash, accent drape (ground support)
- 2 screens and projectors to accommodate the size of room
- 2 translucent podiums and microphones

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- 2 wireless handheld microphones
- 1 lapel microphone
- Comfort monitor
- Seamless switcher/scaler
- Background music to be provided by AV company
- 2 direct inputs for computer sound

EVALUATION CRITERIA

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

VENUE BENEFITS

In-kind partnerships are welcomed, please include them in your proposals.

ADDITIONAL SPACE

This event typically sees sponsors hosting pre-dinner receptions. We would like you to include in your proposal any available spaces (up to four) in your facility on this date that could be used for these receptions, ideally located near the event reception. They will not be contracted by MPI however we would like to share this information with prospective sponsors.

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.

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