



RFP: AV Provider

MPI Ottawa's Charity Auction and Dinner 2027

Released September 3 | Proposals due September 21, 2026

Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter seeks to hire an AV production company for its 2027 Charity Auction and Dinner on Thursday, February 25, 2027 (non-flexible date). This high-profile event attracts over 400 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 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

- Budget: \$21,000.00
- Attendance: 450-500 attendees
- Venue: Westin Ottawa - Ballroom

AV REQUIREMENTS

The in-house supplier is responsible for power, rigging and loading bay supervision. Proposals received should be for ground supported AV.

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
- 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
- 4 monitors for seating plan in foyer

EVALUATION CRITERIA

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

VENUE BENEFITS

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

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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