



RFP: Audio Visual

MPI Ottawa's Education and Festive Event 2026

Released October 5 2026 | Proposals due October 26, 2026

Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter seeks a Audio Visual partner for its 2026 Festive Event on Thursday, November 26, 2026 (**non-flexible date**). This year we are combining our November Education Event and our Festive Event, into one Education and Festive Luncheon. Proving that education can be fun, two teams of 5 will be joining our hosts onstage to play a Family Feud style game. This event is being held at the Rogers Center Ottawa in the Trillium Ballroom.

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: \$3,500
- Setup: 0700-10:00
- Event timing: 10:30 – 2:00PM
- Attendance: 90+

AV 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)
- Set up for 2 teams of 5 people on each side of the stage
- 1 large screen in the middle of the stage and one to two smaller side screens and projectors to accommodate the size of room
- 1 podium with two buzzers and microphones
- 3 wireless handheld microphones
- 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

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.

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