



RFP: Event Venue  
MPI Ottawa's Prix Prestige Awards

Released March 11, 2026 | Proposals due April 1, 2026  
Submit questions and proposals to [admin@mpiottawa.ca](mailto:admin@mpiottawa.ca)

## ABOUT THIS RFP

MPI Ottawa Chapter seeks a premier venue for its 2026 Prix Prestige Awards on Thursday, September 24, 2026 (**flexible date**). This high-profile event attracts over 200 attendees, including influential meeting professionals and decision-makers with significant buying power in Ottawa. The Prix Prestige Awards are one of two Chapter signature events and the premier celebration of excellence in the meetings and events industry. Each year, this highly anticipated gala brings together leaders, innovators, and rising stars to recognize outstanding achievements, honour industry trailblazers, and showcase the incredible talent within our community. The event serves as both a celebration and a spotlight for the individuals and organizations shaping the future of our industry. and celebrates excellence in the meetings and events industry.

## 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, a Charity Auction & Dinner and the Prix Prestige Awards.

## 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

- Setup: noon-4pm
- Event timing: 5-7:30pm
- Attendance: 180-200

## VENUE REQUIREMENTS

### **Two separate event spaces are required:**

- Awards Presentation Space: Seating for approximately 200–250 attendees configured to support an awards-style program (theatre, cabaret, or similar configuration) with clear sightlines to the stage.
- Reception / Networking Space: A separate space for the pre-awards reception, suitable for cocktail-style networking, food stations or passed hors d'oeuvres, bar service, and sponsor activations.
- The reception space should be located in close proximity to the awards presentation room to ensure smooth guest flow between program elements.
- Cocktail Rounds sufficient for 200, 2 bars and possibly a couple of 'lounge' areas with soft seating for those unable to stand for longer periods
- Space for event branding, sponsor activations, and experiential elements within the reception area.

### **Food & Beverage**

- Reception-style catering preferred (passed hors d'oeuvres and/or food stations)
- Bar service available during the reception (2 bars)
- Budget is \$80 per person and includes (plus taxes and grats)
  - 8-9 bites per person
  - 2 beverage tickets
  - All taxes and gratuities

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## **Event Operations**

- Dedicated registration area with access to power
- Green room / holding space for presenters and award recipients near the awards presentation space
- Adequate AV and production infrastructure to support an awards presentation

## **Concessions Requested**

- Complimentary function space
- Coat check
- Green room(s)
- Waived third party AV supplier
- Waived or heavily discounted WiFi and power drops
- Parking for MPI staff and volunteers (10 spaces/passes)

## **AV REQUIREMENTS**

- Complete PA system appropriate for the room size and audience capacity
- Stage set including pipe and drape backdrop with stage wash and podium lighting
- Two screens and projectors sized appropriately for the room
- One translucent podium with microphone
- One wireless handheld microphone
- One lapel microphone for presenters or host
- Confidence monitor visible to presenters
- Projection system capable of seamless switching between presentation sources
- Audio inputs for presentation computers and media playback
- Background music playback capability

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## 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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