



RFP: Event Venue
MPI Ottawa Chapter - Festive Dinner 2025

Released Monday, June 24, 2025 | Proposals due Aug 15, 2025
Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter is seeking a venue to host its Festive Dinner in November 2025. This exclusive evening brings together 100 of Ottawa's most influential meeting planners and industry suppliers for a festive night of networking, celebration, and connection. These professionals shape some of the region's most high-profile events and hold significant buying power when selecting venues, services, and partnerships for future programs.

Hosting this event offers a unique opportunity to showcase your property to decision-makers who collectively influence hundreds of meetings and events each year across the Ottawa-Gatineau region and beyond.

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

- Preferred date: November 27 2025

VENUE REQUIREMENTS

- Seating for up to 120 people, with space for a reception area, registration table and coat check.
- Accessibility: Venue must be accessible and compliant with accessibility regulations.
- Parking & Transportation: Adequate parking facilities and proximity to public transport options.
- Decor- please include any restrictions or fees regarding decor.

ESTIMATED BUDGET

- 135\$ per person for food and beverage
 - Includes taxes and grats
 - Includes dinner and dessert and 1 alcoholic or non-alcoholic beverage
- Concessions requested (Could include but not limited to)
 - Complimentary space rental (inclusive of set-up and teardown time)
 - Basic AV (such as sound and screen and projector)

EVALUATION CRITERIA

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

VENUE BENEFITS

- Introduction and recognition of your venue at the event, by the emcee.
- Logo on MPI Ottawa website event page, linked to venue website.
- Three (3) complimentary registrations to the event.
- 2 minutes podium time during dinner
- Social media promotion (minimum 1 Pre and 1 Post per Twitter, Facebook, LinkedIn and Instagram)
- Opportunity to showcase your facilities and services- Tour of facility.
- Post-event registration list of those providing permission to be contacted

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

Proposals are due no later than the end of day August 15th, 2025 to Miranda Boyer, MPI Ottawa, Chapter Administrator at admin@mpiottawa.ca with a cc to memberevents@mpiottawa.ca

