



Request for Proposal – Catering Services

What: Didsbury & District Chamber of Commerce Business Awards Dinner

When: Saturday October 26th, 2019 (5:30pm Doors Open)

Where: Didsbury Elks Hall

We are looking for local & area caterers to submit a proposal to be awarded the catering contract for the Didsbury & District Chamber of Commerce Business Awards Dinner.

Scope of Event:

Dinner for 80-100pax (final numbers to be provided Friday October 18th – one full week prior to event) Awards / Dinner to take place from 6pm onwards. Specific timeline to be discussed upon award of contract.

Expectations:

Within your proposal, please provide the following information;

The menu options

- Two Plated Options of a 3 course meal (Starter, Main, Dessert, Coffee & Tea) **Please ensure you have a vegetarian option available (numbers will be provided as per the deadline)
- One Buffet Option with Bread Rolls/Butter; 3 salad choices/ 2 Protein Choices / 2 Vegetable Choices / 1 Starch Choice / Desserts /Coffee & Tea **Please ensure you have a vegetarian option available (numbers will be provided as per the deadline)

Menus should be priced with GST & Service Charge with the breakdown presented in a clear format, pricing transparency is essential.

Your staffing guidelines which will include cooking/service/clearing staff (based on the menu options)

Competition will be open for proposal submissions from Tuesday August 27th and will close at 2:00pm on Monday September 9th.

Please provide 2 hard copies of your proposal by 2:00pm on Monday September 9th, 2019. Proposals may be mailed or hand delivered to the Didsbury & District Chamber of Commerce Office.

Please address proposals to:

Didsbury & District Chamber of Commerce
Business Awards Committee
1811 – 20 Street
PO Box 981
Didsbury, AB T0M 0W0

Questions can be directed to; Kim Kennedy-Forsythe Events Coordinator/Communications Officer
events.didsburychamber@gmail.com

Final decision will be made on or before Friday September 13th, 2019