



## REQUEST FOR PROPOSAL

Anchorage Chamber of Commerce: 2020 Military Appreciation Luncheon

**Deadline to respond is Friday, September 27, 2019 at 5 p.m.**

The Anchorage Chamber of Commerce is seeking proposals from qualified Anchorage Chamber of Commerce members to host the 27th annual Military Appreciation Luncheon on June 1, 2020. The winning vendor must be an Anchorage Chamber member in good standing and shall remain so throughout the term of the contract.

The Anchorage Chamber reserves the right to refuse any and all proposals. Selection of winning the bidder may not be based entirely on monetary considerations. The Anchorage Chamber reserves the right to change or cancel this RFP at any time.

*Our annual Military Appreciation Week is designed to give Anchorage Chamber members an opportunity to show their support for service members in the Anchorage area. The week kicks off with the Military Appreciation Luncheon where community business members and service members join together for an afternoon of food, prizes, and entertainment.*

### Specifications:

- The venue must be available on **Monday, June 1, 2020**
- Access to the room for set-up no later than 8:00 a.m. on the day of the event
- Doors for the actual event will open at 11:30 a.m. and the event ends at approximately at 1:00 p.m.
- Venue must have:
  - Seating for 500+ people while accommodating a stage, lights, and production area
  - One podium with gooseneck microphone
  - Four wireless handheld mics
  - Space for a small band on the side (3-5 members)
  - Walking space around the perimeter and room in front of stage for color guard to present the flags
  - American flag on stage
  - Adequate sound system to support live performance
  - Coat check capabilities
- Specify if catering is done in-house or if outsourced. Provide the following:
  - Sample dinner menu
  - Wait staff suitable for the number of guests being served
- Floor map of entire area to be utilized
- Decorating rules/regulations
- Main contact person throughout the planning and execution of the event
- Bid prices including gratuity and other fees
  - Include room rental, equipment rental, dining, AV, etc.

**Proposals must be received by 5 p.m., Friday, September 27, 2019 by Kaylin Smith at [kaylin@anchoragechamber.org](mailto:kaylin@anchoragechamber.org) or mailed to the address listed below:**

Anchorage Chamber of Commerce  
Attn: Kaylin Smith  
1016 W. Sixth Avenue, Suite 303  
Anchorage, AK 99501

*Late submissions will not be considered. Please contact Kaylin Smith for all matters regarding this event and RFP.*