



Request for Proposal
Gaithersburg-Germantown Chamber of Commerce
Annual Gala Celebration & Awards Dinner

General Information:

The **Gaithersburg-Germantown Chamber of Commerce** and **GGCC Community Foundation** is seeking proposals for the GGCC's **Annual Gala Celebration & Awards Dinner**. The Chamber is a non-profit organization serving the Upcounty business community in Montgomery County, MD. The Foundation is a non-profit organization that brings the business community and philanthropy together in the Upcounty. This event brings together leaders in the Upcounty business community to celebrate successes of our annual awardees in our business community, and to raise awareness and funds for scholarships at Montgomery College via a silent auction and direct pledging. The event recognizes MC student scholarship recipients with a check presentation ceremony during the program. This event will be managed by the **GGCC Community Foundation** with support from GGCC members and volunteers.

The proposals will be to provide the outlined services on **Thursday, December 11, 2025 from 6:00 – 10:00pm** **AND** also for a similarly-outlined event in on the **1st or 2nd Thursday in December 2026**. The proposals will be accepted through **March 1, 2025 until 4:30pm**.

Prospective bidders may contact Lucia Lumbreras (llumbreras@ggchamber.org, 301-840-1400 for questions concerning the process. The current service requirements are listed below, and hotels and restaurants are encouraged to make alternate proposals and offer additional services that would benefit the chamber.

The selected contract awardee(s) for any of these services must be current chamber members in good standing. If not a current member, the contract will be awarded pending Chamber membership.

Requirements:

The Chamber is currently looking for a venue to host our **2025 Annual Gala Celebration & Awards Dinner on Thursday, December 11, 2025 from 6:00-10:00 p.m.** We will need to arrive between 2:30 – 3:00pm to setup the silent auction, the installation ceremony, and other GGCC pertinent details. If your bid is accepted a menu variety & tasting will be arranged between the GGCC and the awarded to determine the dinner menu. Please stipulate pricing options.

Spaces:

- Separate smaller space for pre-event installation of Board of Directors
- Cocktail reception space

- Dinner & Awards program space (primary space) – to include space for a silent auction setup or program display pieces

Rough timeline:

- 2:00-2:30pm – arrival for setup
- 5:30pm – installation ceremony for Board of Directors
- 6:00pm – dinner area must be ready for photographs
- 6:00-7:00pm – cocktail reception
- 7:00-10:00pm – Dinner and Awards
- 10:00-11:30pm - cleanup

Attendance:

- Roughly 40-50 in attendance at pre-event
- Roughly 165-190 in attendance at cocktail reception and dinner

Pre-Event Hospitality:

- Pre-event board installation service: 2-3 appetizers at a station for 40 people, sodas, water, and tea

Cocktail reception hospitality:

- 3-4 passed appetizer options for 175 people
- Permission to source and serve Upcounty-produced bar beverages from Chamber member producers. (We've served Waredaca beers, Crossvines wines, and Doc Waters ciders in the past. These chamber members have arranged wholesale sales/delivery to the venue, and then those costs have been passed through to the Chamber.)
- Additional cash bar service – pricing per item type, cost per bartender

Dinner hospitality:

- Options preferred: dual-entrée plated dinner or homestyle table service
- Offer a vegetarian/vegan entrée
- One salad
- Rolls and butter
- Beverages - Soft Drinks, Tea, Iced Tea, Coffee, Decaf – to be included in cost of plate per person
- Permission to bring in dessert from an Upcounty local bakery and/or farm provider
- Permission to source and serve Upcounty-produced bar beverages from Chamber member producers. (We've served Waredaca beers, Crossvines wines, and Doc Waters ciders in the past. These chamber members have arranged wholesale sales/delivery to the venue, and then those costs have been passed through to the Chamber. These wines have been served with dinner via table pour service or left on the table for guests to self-serve)
- Additional cash bar service – pricing per item type, cost per bartender

Setup needed:

- Rounds of 10 for dinner tables setup with linens and tableware
- Rectangular tables for registration and auction/display area with black or coordinated linens
- Linens – specify color choices available
- Table décor - what is your standard, what can you provide?

- Cocktail tables in the pre-event reception area and cocktail reception area
- Coat Racks
- Riser/Stage & small table near or on riser
- Podium w/light and microphone
- Projector / screen
- Six (6) easels

The venue will provide a quote per person to include the above requirements. Please clearly separate all line items to reflect individual pricing as well as an overall total inclusive of tax, service charges (if applicable) and gratuity.

Please include in your proposals:

- Snow policy
- Cancellation Policy
- Deposit requirements
- Current catering minimum
- Acceptable method of payments
- Option Varieties with Tax and Gratuity Included
- Venue Submitting Bid
- Site Address
- Contact Person
- Contact Email
- Contact Phone

Summary

Interested parties may submit a proposal for the full event mentioned above. It is recognized that some members may not be able to address all the different areas, whereas others may be able to do so. In that case, members are encouraged to partner (a non-catering venue and a professional caterer, for instance).

Pricing and fees should be clearly outlined in the proposal. If fees are applicable, they should be clearly defined. If any fees are being waived, please indicate so. If you are seeking sponsorship benefits in exchange for waived fees, please indicate so.

Evaluation of proposals: Proposals will be accepted until **4:30 pm on March 1, 2025** and should be sent directly to the Lucia Lumbreras, Events and Communications Manager, via email to: llumbreras@ggchamber.org, with a cc to info@ggchamber.org.

Upon the deadline, all proposals will be shared with the GGCC Events Committee to evaluate. This body may contact bidders for clarification and may ask bidders to present to the group in the event that is deemed necessary. The Chamber reserves the right to accept or reject any or all proposals. Successful bidders will be notified in writing by the Chamber.