



## **Request for Proposal (RFP)**

### **Catering Services for the 2025 Business Excellence Awards**

**Issued by:** Cranbrook Chamber of Commerce

**Submission Deadline:** September 10, 2025

## **Event Overview**

The Cranbrook Chamber of Commerce is seeking proposals from local food and beverage businesses to provide catering services for the 2025 Business Excellence Awards on Friday, October 24, 2025, at the Key City Theatre in Cranbrook, BC. This is Cranbrook's premier business event of the year, drawing a standing-room-only crowd of approximately 300 guests from the local business and community sectors. The event includes a pre-show mingling session and an intermission, during which handheld food will be available for guests.

The successful applicant will benefit from valuable exposure to a professional and community-oriented audience.

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## **Scope of Work**

We are inviting proposals for the provision of appetizers, canapes and dessert service, including:

- Preparation and delivery of a selection of high-quality appetizers and canapes and single-serving desserts for approximately 300 guests
- On-site food service, including set-up, staffing, clean-up and tear-down
- Use of available assembly and prep space at the Key City Theatre

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## **Proposal Requirements**

Interested vendors are asked to include the following in their submission:

### **1. Menu Proposal**

- Detailed list of proposed finger foods and desserts
- Options for dietary restrictions (gluten-free, vegetarian, etc.)



## **2. Pricing**

- Itemized quote including food, staffing (if applicable), set-up, clean-up, tear-down, and any other costs

## **3. Experience and References**

- Brief description of relevant experience with similar events
- At least one reference from a past event of similar size or scope

## **4. Additional Considerations**

- Preference to be given to current members of the Cranbrook Chamber of Commerce

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## **Evaluation Criteria**

Proposals will be evaluated based on the following:

- Quality and creativity of proposed menu
- Price and value
- Experience and capacity to deliver
- Chamber membership status

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## **Submission Details**

Please submit your proposal by **Wednesday, September 10, 2025** via email to:

**Kyle Born**

Member and Events Coordinator, Cranbrook Chamber of Commerce

 [events@cranbrookchamber.com](mailto:events@cranbrookchamber.com)