



09/15/17

Subject: Bid for Catering at Marion Chamber of Commerce Annual Auction & Awards Banquet

Bid Due Date: October 17, 2017 (no late bids will be considered)

Event: Marion Chamber of Commerce Annual Auction & Awards Banquet

Date: Friday, January 19, 2018

Location: The Pavilion

Estimated Attendance: 400-450 Adults

Send bids to:

Marion Chamber of Commerce

P. O. Box 307

Marion, IL 62959

Attn: Dalus Ben Avi, Executive Director

E-mail: director@marionillinois.com

Phone: 618-997-6311

EVENING DINNER MEAL TO INCLUDE:

Cheese & fruit (or comparable) hors d'oeuvre table with plates & napkins (plastic plates and paper cocktail napkins are acceptable for appetizers only). Appetizers are to be served from one table, separate from the buffet tables in the hall only (see diagram).

Full Meal - 2 entree choices, 2 vegetables, salad, roll and dessert (**served with separate forks**). NO PAPER OR PLASTIC PLATES OR UTENSILS FOR DINNER OR DESSERTS. Dinner served as a buffet meal in three separate lines (*see diagram*).

Table Settings - Linen tablecloths for all food areas and drinks areas/tables/stations only (floor length). (All guest tables and all tables in Banquet Room B, Silent Auction area, Wine Pull area, Social Hour area, Registration area and Coat Check area will be provided by the Decorator.) Full place settings (NO plastic) provided by caterer (do not roll silverware into napkins). Linens are to be set up either the day before the event or during day of the event, coordinated with the business who is chosen to decorate for the event. Tables and chairs are provided by The Pavilion.

Iced Tea, Coffee, Water (water glasses, water carafe, coffee cups and coffee carafe on each table). A coffee and tea station or stations provided by the caterer and must include coffee, tea, spoons, creamer, sugar, coffee cups (no plastic or Styrofoam), tea glasses, ice.





Wait Staff. Please include time to discreetly bus tables during the program, refill drinks, and deliver coffee carafes and coffee cups to each table as needed.

Please include all set up and clean up fees in bid.

Please include all tax & gratuity in bid.

Theme for the dinner is professional, semi-formal with tribute to the Business/Industry of the year, which will not be announced until after Thanksgiving.

Itinerary (subject to change) is:

- 5:30 p.m. – Social Hour
- 6:45 p.m. – Welcome and introductions
- Invocation
- Pledge
- Tables released by Emcee for dinner
- Introduction of Guests
- Introduction of Outgoing Chairman
- Recognition of Board of Directors
- Presentation of Chairman's Plaque
- Acceptance by New Chairman
- Award portion of evening
- Silent Auction Winners announced
- Close of Program

If you would like the opportunity to discuss this event and our expectations prior to submitting your bid, please contact Dalus Ben Avi to schedule a meeting.

Sincerely,

Marion Chamber of Commerce Annual Dinner Committee

