

Request for Proposal (RFP) for Catering Services

Event: Best of Madison 2024 Awards Celebration

Date: October 17, 2024

Location: 701 BC Venue & Brewery 701 SW Range Ave. Madison, FL 32340

Time: 6 pm to 9 pm (guests arrive at 6pm)

Overview: We are seeking a professional catering service to provide heavy appetizers and beverages for an awards celebration. The event will be attended by approximately 250 guests, and our budget for catering services is up to \$3,000.

Scope of Services:

1. Heavy Appetizers:

- A selection of heavy appetizers suitable for a formal awards celebration.
- Quantity to be sufficient for 250 guests.
- Appetizers should include a variety of options, including vegetarian and non-vegetarian choices.

2. Service Requirements:

- Provide all necessary serving equipment, including trays, utensils, cups, ice and napkins.
- Setup and cleanup of the appetizer and drink stations.
- On-site staff to manage the serving of appetizers and drinks, if needed.

3. Additional Requirements:

- Provide a detailed menu with pricing for each item.
- Include any additional costs such as delivery, setup, and staffing.
- Ensure compliance with any dietary restrictions or allergies if specified.
- Must be a member of the Madison County Chamber of Commerce

Proposal Submission:

- **Deadline:** August 30, 2024
- **Submit to:** Madison County Chamber of Commerce

Proposal Content:

1. Menu: Detailed list of proposed appetizers with descriptions and prices.
2. Cost Breakdown: Total cost and itemized pricing.
3. Experience: Examples of similar events you have catered.
4. References: Contact information for at least two references.

Evaluation Criteria:

- Quality and variety of the proposed menu.
- Cost and value for money.
- Experience and reputation of the catering company.
- Compliance with additional requirements.

Contact Information: For any questions or clarifications, please contact:

Jennifer Poore

850-973-2788

jennifer@madisonfl.org

We look forward to receiving your proposal and appreciate your interest in catering our awards celebration.

Sincerely,

Jennifer Poore

Executive Director

Madison County Chamber of Commerce