

REQUEST FOR PROPOSALS

2024 Catering Opportunities –

The Robins Regional Chamber is committed to ensuring our members have equal access to opportunities to grow their business.

The Robins Regional Chamber is soliciting proposals from Chamber members who may be interested in providing catering services for Chamber events and programs in 2024. I have provided a list of events along with a summary description for each below.

- Please provide proposals on any *and all* events that are of interest to you.
- Please provide separate bids for each event/program.
- Individual event sponsorship consideration is available as trade for a discount applied to catering cost and will be weighed in our final catering decisions. If that is of interest to you, please include that information in your proposal(s).
- **Please email Aura Lee Durham (adurham@robinsregion.com) no later than December 20, 2023 to indicate your intent to submit proposal information.**
- **All final proposals are due, no later than Friday, January 5, 2024** to be eligible for consideration. Proposals should be emailed directly to Aura Lee Durham at adurham@robinsregion.com.
- If you have questions, please contact Aura Lee Durham by email (adurham@robinsregion.com) or phone (478.922.8585). Aura Lee will be out of the office and **unavailable** December 22-Jan 1.

Catering Agreements may be terminated by either party provided 30 days written notice is given.

2024 EGGS & ISSUES SERIES

Eggs & Issues is a high-profile breakfast series with eight separate sessions that creates opportunities for attendees to network with your peers and gain perspective from local leaders through briefings and panel discussions. The food line opens at 7:35 am at the Cary Martin Conference Center (233 N. Houston Road).

Projected Audience: 125-225 attendees, comprised of business and community leaders, elected officials, and base personnel.

Tentative 2024 Dates: 2 Feb, 7 Mar, 11 Apr, 2 May, 22 Aug, 12 Sept, 3 Oct, and 13 Nov. (All are Thursdays EXCEPT November is a Wednesday)

Two Lunch Buffet lines are required. Buffet lines may be staff or attendee served, but catering staff is required to remain onsite throughout the event and event tear down. Breakfast should consist of at least one main egg dish (for example, scrambled eggs, breakfast casserole, breakfast burritos, etc.), a selection of side dishes, a meat, coffee, water, and juice. The final menu for each breakfast shall be provided to the Chamber no later than five (5) days prior to each event for approval.

The caterer will provide “linens” for the catering buffet tables, and attendee tables (72” Diameter rounds, seating 8). Please include pricing for cloth table cloths & paper linen table coverings.

It will be the responsibility of the selected caterer to provide serving pieces and utensils, disposable plates, cups, napkins, plastic ware, and ice as needed. The caterer is responsible for set up of the catering station, busing of tables after the event, and disposal of trash following the event (dumpsters are available onsite).

Set up for the event is scheduled by event. Generally, set up is the afternoon/evening prior to the breakfast. Linens are required to be delivered to the event venue prior to set up.

Please provide a complete proposal that includes at least 3 sample menus; per person breakfast pricing that includes ALL taxes, fees, and gratuities; and “linen” rental pricing.

MGMAC CHANGEOVER LUNCHEON, JANUARY 24, 2024

Each year, we host a Changeover meeting for MGMAC (Middle Georgia Military Affairs) in which the gavel is passed from the previous year's chair to the incoming chair. Lunch begins at 11:30 am at the Chamber of Commerce office (1228 Watson Blvd) Projected Audience: 25-35 attendees, comprised of business and community leaders.

Buffet lines may be staff or attendee served, and catering staff is not required to remain onsite throughout the event or tear down following event. The menu for this buffet has a great deal of flexibility. For example, a traditional hot buffet, a sandwich bar, baked potato bar, etc would work well. Lunch should also include dessert, sweet/unsweet tea, and water.

It will be the responsibility of the selected caterer to provide all serving pieces and utensils, disposable plates, cups, napkins, plastic ware, and ice as needed. The caterer is responsible for set up of the catering station, but is not required to remain onsite throughout the event and tear down. Chamber staff will be responsible for post event cleanup.

Set up for the event is immediately prior to the event.

Please provide a complete proposal that includes at least 1 sample menu and per person lunch pricing that includes ALL taxes, fees, and gratuities.

STATE OF THE BASE, APRIL 16, 2024

Hosted annually, this event provides a public forum where community members receive first-hand information from senior base leaders. In this platform, leaders from Robins AFB meet annually to brief the community on their priorities, progress, and partnership opportunities. This event is hosted at the Cary W Martin Conference Center at the Houston Health Pavilion. Projected Audience: 300+, RRMAC Members, RAFB Senior Leaders, Chamber Board members, elected officials, and community leaders Spring 2024.

Lunch begins at 11:30 am at the Cary Martin Conference Center in the Sonny Watson Health Pavilion (233 N Houston Road).

Projected Audience: 300+ attendees for each program, comprised of business and community leaders, elected officials, and base personnel.

At LEAST Two Lunch Buffet lines are required. Buffet lines may be staff or attendee served, but catering staff is required to remain onsite throughout the event and event tear down. The buffet should consist of at least one main entrée, a two to three side dishes, dessert, sweet/unsweet tea, and water.

The caterer will provide “linens” for the catering buffet tables, and attendee tables (72” Diameter rounds, seating 8). Please include pricing for cloth table linens & paper linen table coverings.

It will be the responsibility of the selected caterer to provide all serving pieces and utensils, disposable plates, cups, napkins, plastic ware, and ice as needed. The caterer is responsible for set up of the catering station, busing of tables after the event, and disposal of trash following the event (dumpsters are available onsite).

Set up for the event is scheduled by event. Generally, set up is the afternoon/evening prior to the luncheons. Linens are required to be delivered to the event venue prior to set up.

Please provide a complete proposal that includes at least 1 sample menu; per person lunch pricing that includes ALL taxes, fees, and gratuities; and “linen” rental pricing.

ROBINS REGIONAL ECONOMIC OUTLOOK LUNCHEON, MAY 15, 2024

The Economic Outlook is designed to provide businesses with an in-depth look at regional trends so they can make informed decisions about their operations and investments in the Robins Region. The Chamber Outlook series serves as an invaluable tool for local business owners who are looking to gain insight into the region's business climate and what opportunities may lie ahead in terms of future growth.

Lunch begins at 11:30 am at the Cary Martin Conference Center in the Sonny Watson Health Pavilion (233 N Houston Road).

Projected Audience: 125-250 attendees for each program, comprised of business and community leaders, elected officials, and base personnel.

Two Lunch Buffet lines are required. Buffet lines may be staff or attendee served, but catering staff is required to remain onsite throughout the event and event tear down. The buffet should consist of at least one main entrée, a two to three side dishes, dessert, sweet/unsweet tea, and water.

The caterer will provide “linens” for the catering buffet tables, and attendee tables (72” Diameter rounds, seating 8). Please include pricing for cloth table cloths & paper linen table coverings.

It will be the responsibility of the selected caterer to provide all serving pieces and utensils, disposable plates, cups, napkins, plastic ware, and ice as needed. The caterer is responsible for set up of the catering station, busing of tables after the event, and disposal of trash following the event (dumpsters are available onsite).

Set up for the event is scheduled by event. Generally, set up is the afternoon/evening prior to the luncheons. Linens are required to be delivered to the event venue prior to set up.

Please provide a complete proposal that includes at least 1 sample menu; per person lunch pricing that includes ALL taxes, fees, and gratuities; and “linen” rental pricing.

PAST CHAIRMAN LUNCHEON, JUNE 13, 2024

Each year, we invite our Past Chairs of the Robins Regional Chamber Board of Directors to a luncheon to honor and thank them for their service to the community. At this luncheon we provide an update on current Chamber programs and areas of work in order to gain insight and advice from prior Chairs.

Lunch begins at 11:30 am at the Chamber of Commerce office (1228 Watson Blvd) Projected Audience: 25-35 attendees, comprised of business and community leaders.

Buffet lines may be staff or attendee served, and catering staff is not required to remain onsite throughout the event or tear down following event. The buffet should consist of at least one main entrée, a two to three side dishes, dessert, sweet/unsweet tea, and water.

It will be the responsibility of the selected caterer to provide all serving pieces and utensils, disposable plates, cups, napkins, plastic ware, and ice as needed. The caterer is responsible for set up of the catering station, but is not required to remain onsite throughout the event and tear down. Chamber staff will be responsible for post event cleanup.

Set up for the event is immediately prior to the event.

Please provide a complete proposal that includes at least 1 sample menu and per person lunch pricing that includes ALL taxes, fees, and gratuities.

ROBINS REGIONAL HOUSING OUTLOOK LUNCHEON, AUGUST 1, 2024

The Housing Outlook is designed to provide businesses with an in-depth look at regional trends so they can make informed decisions about their operations and investments in the Robins Region. The Chamber Outlook series serves as an invaluable tool for local business owners who are looking to gain insight into the region's business climate and what opportunities may lie ahead in terms of future growth.

Lunch begins at 11:30 am at the Cary Martin Conference Center in the Sonny Watson Health Pavilion (233 N Houston Road). Projected Audience: 125-250 attendees for each program, comprised of business and community leaders, elected officials, and base personnel.

Two Lunch Buffet lines are required. Buffet lines may be staff or attendee served, but catering staff is required to remain onsite throughout the event and event tear down. The buffet should consist of at least one main entrée, a two to three side dishes, dessert, sweet/unsweet tea, and water.

The caterer will provide “linens” for the catering buffet tables, and attendee tables (72” Diameter rounds, seating 8). Please include pricing for cloth table cloths & paper linen table coverings.

It will be the responsibility of the selected caterer to provide all serving pieces and utensils, disposable plates, cups, napkins, plastic ware, and ice as needed. The caterer is responsible for set up of the catering station, busing of tables after the event, and disposal of trash following the event (dumpsters are available onsite).

Set up for the event is scheduled by event. Generally, set up is the afternoon/evening prior to the luncheons. Linens are required to be delivered to the event venue prior to set up.

Please provide a complete proposal that includes at least 1 sample menu; per person lunch pricing that includes ALL taxes, fees, and gratuities; and “linen” rental pricing.

CHAMBER BOARD LEADERSHIP SUMMIT DINNER, NOVEMBER 6, 2024

This annual dinner is designed to provide an opportunity for our Board members to get to know their fellow directors better and strengthen relationships in a relaxed, social setting.

Dinner begins at 5:30 pm, location TBD. Projected Audience: 20-35 attendees, comprised of business and community leaders.

One dinner buffet line is preferred. We desire an upscale menu selection. Dinner should consist of at least one main entrée, two to three side dishes (one may be a salad), bread, dessert, and non-alcoholic beverage options. (Beverage options must include water.)

Please also separately indicate if you have the ability to serve beer/wine/liquor and provide pricing. (We may or may not be able to include alcohol based on the location selected for the dinner.)

The caterer will provide “linens” for the catering buffet tables, and attendee tables (72” Diameter rounds, seating 8). Please include pricing for cloth table cloths & paper linen table coverings.

Catering staff is required to remain onsite throughout the event and event tear down. It will be the responsibility of the selected caterer to provide all serving pieces and utensils, disposable plates, cups, napkins, plastic ware, and ice as needed. The caterer is responsible for set up of the catering station, busing of tables after the event, disposal of trash following the event, and general cleanup.

Set up for the event will be the day of. The onsite venue coordinator’s contact information will be provided.

Please provide a complete proposal that includes at least 1 sample menu; per person dinner pricing that includes ALL taxes, fees, and gratuities; alcohol pricing (if applicable) and “linen” rental pricing.

FINAL REMINDERS

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- **All final proposals are due, no later than Friday, January 5, 2024** to be eligible for consideration. Proposals should be emailed directly to Aura Lee Durham at adurham@robinsregion.com.
- If you have questions, please contact Aura Lee Durham by email (adurham@robinsregion.com) or phone (478.922.8585). Aura Lee will be out of the office and **unavailable** December 22-Jan 1.

THE DEADLINE for submission of proposals is Friday, January 5, 2024.