



# Gala EXCELLENCE 2026

# REQUEST FOR PROPOSALS

## DECORATION SERVICES

Financé par l'Agence fédérale  
de développement économique  
pour le Sud de l'Ontario

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Canada 



Centre de **services à l'emploi**  
**Employment Services Centre**



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### PRESCOTT AND RUSSELL COMMUNITY DEVELOPMENT CORPORATION (PRCDC)

Proposals must be received no later than:

**May 6, 2026 at 12:00 p.m. (noon)**

Addressed to:  
John Candie, Executive Director  
PRCDC

519 Main Street East Hawkesbury, Ontario K6A 1B3

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## GENERAL INFORMATION

The **Prescott and Russell Community Development Corporation (PRCDC)** is an organization dedicated to supporting regional economic development within the United Counties of Prescott and Russell. A team of professionals delivers services in the following four areas of intervention:

- Providing technical and financial support to businesses;
- Supporting community initiatives and projects;
- Supporting the development of and access to training;
- Promoting regional economic development.

The primary objective of its work within the community is the retention and creation of jobs.

Through an investment fund, the PRCDC provides financing to small and medium-sized enterprises in the form of loans, loan guarantees, and equity investments. It supports and encourages all initiatives that contribute to job creation and workforce development.

The PRCDC is a non-profit organization funded by FedDev Ontario under the Community Futures Program. It is governed by a volunteer Board of Directors composed of representatives from the business sector.

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## EVENT DESCRIPTION

The **Gala Excellence 2026 – 40 Years of Success**, organized by the Prescott and Russell Community Development Corporation (PRCDC), is the premier entrepreneurial recognition event in Prescott and Russell.

Held every two years since 1991, the Gala celebrates businesses, organizations, and leaders who actively contribute to the region's economic vitality and prosperity.

The event will bring together approximately **300 guests** from the business, municipal, and institutional sectors for a prestigious and memorable evening.

As part of this special edition, visual ambiance and the immersive experience will play a central role. The decoration must reflect the distinctive character of the PRCDC's 40th anniversary by delivering **an elegant, cohesive, and high-end staging concept** that creates a strong visual impact upon guests' arrival and ensures aesthetic continuity across the various spaces (entrance, cocktail area, main hall, and stage).

As a protocol-level event with media coverage, the quality of the overall ambiance, attention to detail, and visual coherence will directly contribute to the image and visibility of the event.

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### SERVICE REQUIREMENTS

Under the governance of the Prescott and Russell Community Development Corporation (PRCDC), the Gala Excellence 2026 is seeking proposals for professional event decoration services for the event to be held:

**October 24, 2026**  
**Caledonia Community Centre**  
**St-Bernardin, Ontario**

### PROJECT DETAILS

The mandate will include, but is not limited to:

- The creation of a complete decor concept and a high-end ambiance aligned with the 40th anniversary theme (elegant, prestigious atmosphere featuring black and gold or an equivalent concept);
- Design and production of centerpieces and chair covers for all tables (approximately 38 to 40 tables);
- Decoration of the stage and protocol area;
- Design and setup of a professional photo area (signature wall/backdrop) for media and guests;
- Design and decoration of a cocktail area that encourages networking (lounge zones, high-top tables, lighting elements, elegant signage, and integration of sponsors as required);
- Proposal of distinctive elements highlighting the 40th anniversary milestone.

An approximate budget of **\$10,000** has been allocated for decoration services.

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### PROPOSAL PREPARATION

All proposals must be received no later than **May 6, 2026, at 12:00 p.m.** (noon).

The service proposal must include:

- A detailed description of the proposed concept;
- Visuals or examples of similar projects;
- A portfolio including photographs;
- A detailed budget estimate;
- Installation and dismantling timelines.

### SUBMISSION OF PROPOSALS

All proposals must be received no later than **May 6, 2026, at 12:00 p.m. (noon)**. All service proposals must include a portfolio with sample photographs.

The lowest proposal may not necessarily be accepted and the PRCDC reserves the right to accept/reject any or all proposals and/or reissue the Request for Proposal in its original or revised form.

Proposals must be submitted in a sealed envelope, delivered and addressed to:

**John Candie, Executive Director**  
**Prescott and Russell Community Development Corporation**  
**519 Main Street East Hawkesbury, Ontario K6A 1B3**

The envelope must be clearly marked as follows:

**PROPOSAL – GALA EXCELLENCE 2026**  
**DECORATION SERVICES**

For any questions regarding this Request for Proposals, please contact:  
**ksimard@sdcp-prcdc.ca**