



# Gala EXCELLENCE 2026

# REQUEST FOR PROPOSALS

## TROPHY DESIGN AND PRODUCTION SERVICES

Financé par l'Agence fédérale  
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Canada 



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



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PRODUCTION SERVICES



## 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 nearly **300 guests** from the business, municipal, institutional, and community sectors for a prestigious and memorable evening.

The awards ceremony represents the central highlight of the Gala. The trophies presented to the recipients **symbolize excellence, recognition, and entrepreneurial achievement.**

The trophies must feature a distinctive, elegant, and timeless design, consistent with the high-end image of the Gala Excellence. The quality of materials, precision of engraving, structural stability, and attention to detail will be essential considerations.

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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 trophy design and production services for the event to be held:

**October 24, 2026**

**Caledonia Community Centre  
St-Bernardin, Ontario**

### PROJECT DETAILS

The selected provider shall be responsible for the design and creation of an original trophy reflecting the work, impact of small and medium-sized enterprises, entrepreneurship, and excellence.

The required quantities are as follows:

- 2 trophies – 16 inches;
- 2 trophies – 14 inches;
- 2 trophies – 12 inches;
- 10 trophies – 10 inches.

The trophy must:

- Feature a distinctive and timeless design;
- Incorporate the branding of the Gala Excellence 2026 – 40 Years of Success;

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### PROJECT DETAILS (CONTINUED)

The trophy must:

- Provide sufficient space for engraving the award category, the name of the recipient company, and the sponsor;
- Be manufactured using durable, professional-grade materials;
- Ensure structural stability and perfect consistency across the different sizes.

The selected provider must submit a visual concept or prototype for committee approval prior to final production.

The creation period is scheduled from May to September 2026, with full delivery required prior to the event date.

In addition to the allocated budget, the organizing committee will offer the artist:

- One (1) admission ticket valued at \$150;
- An opportunity to address the audience during the evening;
- Visibility on the website, social media platforms, and in the official Gala program booklet.

An approximate budget of **\$5,000** + applicable taxes has been allocated for the trophy design and production services.

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### PRÉPARATION DE LA SOUMISSION

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**  
**TROPHY DESIGN AND PRODUCTION SERVICES**

For any questions regarding this Request for Proposals,  
please contact:

**[ksimard@sdcp-prcdc.ca](mailto:ksimard@sdcp-prcdc.ca)**