



1 Research Court
Suite 450
Rockville, MD
20850

301-424-9300
marji@rockvillechamber.org
www.rockvillechamber.org

Request for Proposal
Due back: February 8, 2019

Contact:
Rockville Chamber of Commerce
Marji Graf, President & CEO
Marji@rockvillechamber.org

We are putting out a request for proposals for two 2019 events. You can submit your quote for one or both events.

1. October 15 – (flexible date).
Annual meeting breakfast – room and food cost for 60-80 people
Riser, A/V, (podium, microphone, 1 screen for power point)
2. November 7 – (flexible date)
Dinner and Awards Ceremony for 225 people.

Need 2 areas. One area for cocktails and hors d'oeuvres
Second area – Plated seated dinner
Riser – a/v support. Podium with microphone, slideshow capability,
1 screen.

Questions,
Call Marji's cell 802-558-3888 or office 301-424-9300