



Request for Proposal (RFP): Graphic Design for Celebrate Corvallis Awards Event 2026

Issued by:

Corvallis Chamber of Commerce
Corvallis, Oregon

Date Issued: July 30, 2025

Submission Deadline: Sept 9, 2025

Decision Notification: Sept 30, 2025

Background: The Corvallis Chamber of Commerce is seeking proposals from qualified graphic design companies/firms, with priority given to Chamber members, to create marketing materials and program for the Celebrate Corvallis Event. Celebrate Corvallis has been a cornerstone event in Corvallis for more than 75 years, serving as both a community celebration and the primary fundraiser for the Chamber of Commerce. The event is a formal, upscale evening featuring an awards ceremony and video program.

Scope of Work: The selected graphic design firm will be responsible for:

1. Designing and producing print ready promotional material based on the theme (including but not limited to social media graphics, posters, and advertisements) to promote Celebrate Corvallis.
2. Creating and producing a visually appealing and informative booklet style print ready program for the event, showcasing award nominees, event highlights, sponsors, back program advertising, and other relevant information. The program is 5x8 ½ and estimated 30-35 pages.
3. Collaborating closely with videographers, event staff, and photographers to ensure consistent branding and visual representation across all materials during the event.
4. Offering creative concepts and design revisions as needed based on feedback from the event planning committee.

Requirements: The ideal candidate should:

1. Have extensive experience in graphic design, particularly in event marketing and program creation.
2. Demonstrate a portfolio showcasing previous work in similar projects.
3. Possess excellent communication skills and the ability to work collaboratively within a team.
4. Be able to meet deadlines and handle revisions efficiently.
5. Be available to attend planning committee meetings and work closely with other event partners.

Submission Guidelines: Interested firms/companies should submit their proposals no later than Sept 9, 2025 by email. Late submissions will not be considered. Proposals should include:

1. Company profile detailing relevant experience and expertise.
2. Portfolio showcasing previous event marketing materials and program designs.
3. Proposed approach and timeline for the project.
4. Cost estimate, including any additional charges for revisions or extra services.
5. References or testimonials from previous clients, if available.

Budget Request: The Chamber would like to keep the budget for graphic design under \$1,000 and we offer sponsorship opportunities that could be included in your proposal to offset costs.

Submission Requirements

Interested graphic design companies, especially Chamber members, are invited to submit their proposals by Sept 9, 2025, via email or by mail to Director@CorvallisChamber.com with the subject line "Celebrate Corvallis Event Graphic Design Proposal"

or

to the following address, postmarked no later than Sept 9, 2025, to:

Corvallis Chamber of Commerce
420 NW 2nd St
Corvallis, OR 97330

- Company Profile: Overview of the graphic design company's experience and qualifications related to the creation of marketing materials and programs for large scale events.
- Previous Work: Examples or portfolio showcasing similar graphic design samples produced by the company.
- Understanding of the Event: Explanation of how the proposed graphic design aligns with the event's theme and objectives.
- Budget: Cost breakdown for producing program materials and other marketing materials.
- Contact information for at least two references

The Corvallis Chamber of Commerce reserves the right to reject any or all proposals received and to negotiate modifications or award a contract to the graphic design company that best aligns with the requirements and goals of Celebrate Corvallis.

For inquiries or clarifications regarding this RFP, please contact Tracy Meese at Director@CorvallisChamber.com within 10 days of the submission deadline.

Thank you for your interest in producing the Celebrate Corvallis Event video program.