



Request for Proposal (RFP): Printing 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 printing companies/firms, with priority given to Chamber members, to print 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 printing firm will be responsible for:

1. Printing 450 full-color, high quality multi-page program between 30 to 35 pages. The production of the piece will need to be on time with a 2 to 3-week turnaround.
2. Collaborating closely with event staff and photographers to ensure consistent branding and visual representation across all materials.
3. 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 printing, quality and on time work, particularly in program printing.
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 programs.

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

Submission Requirements: The selection of the printing firm will be finalized by Sept 30, 2025. A committee consisting of representatives from the Corvallis Chamber of Commerce and event partners will review and evaluate all received proposals based on criteria such as experience, creativity, proposed approach, and cost-effectiveness. Priority will be given to Corvallis Chamber of Commerce members.

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 program.