



Union County Chamber of Commerce  
& Visitors Information Center  
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[www.VisitUnionCounty.org](http://www.VisitUnionCounty.org)

## **Request for Proposal: Catering Services**

### Event Overview

The Union County Chamber of Commerce is seeking proposals for catering services for our Chamber Banquet on March 3rd at the EOU Gilbert Center. This event brings together business and community leaders for an evening of connection and celebration.

### **Event Details**

Date: March 3rd

Location: EOU Gilbert Center

Estimated Attendance: 250

Service Style: Buffet-style dinner

### Scope of Services

The selected caterer will be responsible for:

- Buffet-style dinner service
- Menu planning and preparation
- Dietary accommodation options (vegetarian, gluten-free, etc.)
- Plates, silverware, and serving utensils
- Table linens and napkins
- Dessert service
- Buffet setup, service support, and cleanup

### Proposal Requirements

- Sample buffet menu options with pricing
- Description of service staff provided
- Equipment and rental items included
- Timeline for setup and teardown
- Proof of licensing and insurance
- References from similar events

Submission Deadline: Jan 15th

Proposals should be sent to [director@visitunioncounty.org](mailto:director@visitunioncounty.org) or dropped off in person.

Disclaimer: Preference will be given to current Union County Chamber of Commerce members when proposals are evaluated. However, all qualified proposals will be considered.