

December 16, 2010

TO: Local Area Jensen Beach Caterers
FROM: Iris Smith, VP of Special Events, Sunset to Sunrise Relay
Phone: 503-869-2210, Fax: (239) 236-0869
[iris@sunset2sunriserelay.com]

RE: Request for Proposal

RFP DEADLINE: 5 pm, Friday, February 12

Event: Sunset to Sunrise Relay Race – Finish Line Festivities
Location: Indian Riverside Park, Jensen Beach, FL
Date: Saturday, March 27
Event Time: 4-10 pm
Event Overview: This is the 4th annual two-day running relay race across the state of Florida starting in Fort Myers and ending in Jensen Beach. In 2008, there were an estimated 500 participants. This relay race is known as “Florida’s Ultimate Running Adventure”. Relay teams of 12 people organize themselves into two vans, and then take turns running and driving for two days across the state. Sunset to Sunrise Relay (S2S) is not only for fun - it is the ultimate challenge for runners of all skill levels. S2S brings together people who share a passion for running and are ready to follow the sun and moon over 180 miles. As teams finish, they are greeted by cheers and an overwhelming feeling of accomplishment. They are provided with a team photo, t-shirt, participant medal and an outstanding finish line party. These festivities include food, drinks, an awards ceremony and entertainment.

Meal Count: 500-600 people

Buffet Menu: Main Course Meal: We offer guests a buffet choice between two menu options. In your bid please include price per person and descriptions for two main course choices.
Optional Sides: Main course meal should also include three side choices that include a starch, vegetable, and fruit.
(Note: These sides are negotiable based on price per person. Finances are limited and S2S may consider providing side choices on their own if the price point does meet budget. Dessert is being provided by S2S.)

Alcohol: One hosted wine & beer bar, including all required staffing and permits *(Note: S2S may provide alcohol depending on price point, but would still require staffing.)*

Other:

- Staffing to ensure 500 are served and food is replenished (a volunteer force will be provided).
- All flatware and linens will be provided by S2S.

Please submit your bid no later than 5 pm on Friday, February 12 via email or fax. Please include all incidental charges with your bid.

We are committed to providing an event that meets the caliber the participants require. We are always willing to negotiate in-kind sponsorships and want to work to meet each other’s financial needs.

If you have any questions or need further clarification please contact me at 503-869-2210. We look forward to hearing from you.

Thank you,
Iris Smith