

**Project Overview:**

The Surrey Hospitals Foundation is seeking a decor and design vendor to bring the 2026 Celebration of Care Gala theme to life. This event will host up to 500 guests and should offer an immersive, elevated guest experience from the moment of arrival through to the final program moment. The selected vendor will be responsible for creative interpretation of the theme and full execution of decor in collaboration with our planning and production teams.

Scope of Work & Deliverables:

- Entrance experience:
 - Large-scale installation or immersive entrance
 - Themed welcome drink station styling
 - Signage styling in coordination with design team
- Photobooth area:
 - Step & repeat or immersive backdrop tied to theme
 - Integration with photography team
- Stage design:
 - Custom backdrop or scenic styling
 - Floral and/or structural installations
 - Integration of AV and lighting
- Centerpieces & Table Styling:
 - Design for ~50 guest tables and sponsor/VIP tables
 - Table numbers, runners, vessels, and décor
- Ballroom draping:
 - Ceiling treatments (fabric, chandeliers, etc.)
 - Perimeter draping
- Lounge Area Design:
 - Concept and styling for relaxation or sponsor zone
 - Use of rentals or custom elements
- Thematic vignettes:
 - Optional storytelling installations or sponsor showcases
- Coordination with other vendors (graphic designer, AV/production, rentals)



- Installation & teardown crew

Timeline:

Initial decor plan: October 3, 2025
Final decor plan approval: January 5, 2026
Load-in & setup: February 27 & 28, 2026
Gala date: February 28, 2026
Strike completed by: 8am March 1, 2026

Proposal Requirements:

Portfolio of similar event designs (galas, fundraisers, immersive events)
Initial moodboard or concept samples
Fee structure: creative fee, production costs, labor
Overview of your team and event-day crew
Rentals/florals sourced in-house or subcontracted
2 references from events of similar scale

Budget:

Please submit a detailed estimate including concepting, production, labor, materials, rentals (if applicable), floral, and strike fees.

Evaluation Criteria:

Quality of past work and theme execution
Understanding of immersive guest experience
Collaboration with other vendors
Ability to manage large-scale setups with precision

Submission Deadline: July 23, 2025

Submit To: Kimberly Harmsen kimberly.harmsen@fraserhealth.ca