

**Project Overview:**

The Surrey Hospitals Foundation is seeking a floral designer or floral design team for the 2026 Celebration of Care Gala. This vendor will be responsible for designing and executing floral elements that complement the event theme, enhance the guest experience, and elevate key moments throughout the space. Florals will be used across dinner tables, stage, entry, lounges, and other feature installations for up to 500 guests.

**Scope of Work & Deliverables:**

- Guest Table Centerpieces:
  - ~50 tables (based on 500 guests)
  - Varying heights and designs to add visual interest
  - Vessels and candles to be coordinated with rentals/decor teams
- Stage Florals:
  - Framing or accenting stage design and backdrops
  - Coordination with AV and decor vendors
- Entry & Welcome Installations:
  - Grand floral welcome moment
  - Accent florals on welcome drink station
- Lounge & Cocktail Table Florals:
  - Small, stylish arrangements for high-top and lounge tables
- Sponsor/VIP Table Enhancements:
  - Elevated floral design or special touches for featured tables
- Photobooth Area

**Additional Services:**

- All vases, risers, and floral mechanics
- Delivery, installation, and teardown
- Coordination with design and decor teams
- Sustainability/disposal planning (if applicable)

**Timeline:**

Installation: February 28, 2026

Gala: February 28, 2026

Teardown: February 28, 2026



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**Proposal Requirements:**

Portfolio of past floral installations for large events  
Team size and experience  
Strike and cleanup plan  
2 references from recent large-scale events

**Budget:**

Please submit a detailed quote inclusive of florals, vessels, labor, delivery, setup, and teardown. Itemized estimates preferred by area (e.g., centerpieces, stage, entry).

**Evaluation Criteria:**

Creativity and alignment with gala-level aesthetics  
Execution at scale and ability to meet setup timelines  
Floral quality and sourcing strategy  
Team collaboration and professionalism

Submission Deadline: July 23, 2025

Submit To: Kimberly Harmsen [kimberly.harmsen@fraserhealth.ca](mailto:kimberly.harmsen@fraserhealth.ca)