



REQUEST FOR PROPOSAL

Event: IMMERSION DINNER / GALA

Date: SATURDAY, MARCH 28, 2026

The Guam Hotel & Restaurant Association is seeking proposals from qualified members to host its 2026 Membership Gala Dinner.

SPECIFICATIONS:

PROPOSED PROGRAM:

5:30 p.m. to 6:30 p.m.	Cocktails (Premium Open Bar)
7:00 p.m. to 7:15 p.m.	Doors Open/Opening Act
7:25 p.m. to 7:30 p.m.	Welcome Remarks
7:30 p.m. to 1:00 a.m.	Dinner/Entertainment

DINNER/BEVERAGE:

- GHRA requires a multiple course meal/sit-down plated dinner
- GHRA requires a premium open bar from 6:00 p.m. to 1:00 a.m.
- GHRA requires taste testing of selected course menu for Board of Directors
- GHRA requires water, tea, and coffee as beverages with plated dinner

PRICE PER PERSON:

- GHRA will pay no more than **\$75.00 net** for the plated dinner and GHRA will work with all of the distributors to provide alcohol for the premium open bar. Should the venue be responsible for the décor, lighting, sound, and flowers a different rate may be applied.

NO. OF GUESTS:

- Estimate 300

ENTERTAINMENT/DECOR:

- GHRA requires a podium, sound & lighting system that promotes/enhances the theme, dance floor, and stage for entertainment.
- GHRA requires storage areas two weeks in advance to the event.

- Host property will provide up to 10 rooms, double occupancy, and accompanying meals for up to 3 days for off-island entertainment or 1 day for on-island entertainment and vendors, and up to 6 rooms for GHRA staff 2 days.

DECOR/PRINT:

- GHRA requires selected property to decorate the venue based on a theme selected by the GHRA Gala Committee. In addition, host property will be in charge of providing camera-ready artwork for the event's ticket and program no less than three weeks before the date of the event. Should there be any delay in the art work, the venue will be responsible for the cost of the ticket and program.
- GHRA requires selected property to provide theme-based backdrops for the ballroom and foyer photograph locales.
- GHRA requires access to the ballroom for set-up and decor at least two days prior to the event.
- GHRA requires rehearsal space and/or access to the ballroom two weeks in advance for the event depending on room availability.

RESPONSES TO THIS REQUEST FOR PROPOSAL SHOULD INCLUDE THE FOLLOWING:

1. Menu to be served.
2. Maximum seating capacity, based on noted requirements.
3. Agreement to provide GHRA with camera-ready artwork for both ticket and program.
4. Agreement to provide stage and overall decor, including sound and lighting systems, consistent with the theme to be selected.
5. Agreement to meet entertainment requirements.
6. Any complimentary services to be provided and/or any related costing which would be required to meet the RFP requirements.
7. Agreement to provide 5 ~ 10 minute presentation to organizing committee members and/or Board to address theme idea, decor concepts and other aspects of proposal submitted for consideration.
8. Agreement to provide menu taste testing for organizing committee.
9. Agreement to provide access to the ballroom at least two days before event for set-up and two weeks for rehearsals.

**RESPONSES SHOULD BE SUBMITTED AND RECEIVED NO LATER THAN THURSDAY,
JANUARY 15, 2026, BY END OF BUSINESS DAY, TO:**

ATTN: Katee Arceo
GUAM HOTEL & RESTAURANT ASSOCIATION
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GHRA reserves the right to accept or reject any proposals submitted at its discretion.
For further information, please contact Katee Arceo via telephone (671) 489-3773 or
email projects@ghra.org.