



Request For Proposal: Decorator for 2026 Mayor's Character Breakfast

Issued by:

Lee's Summit CARES

Event Date:

January 15, 2026

Proposal Deadline:

September 30, 2025

Event Location:

John Knox Village Pavilion - Lee's Summit, MO

Contact:

Kaela Jordan, kaela.jordan@lscares.org

Overview:

Lee's Summit CARES is seeking a creative, dependable decorator to design and execute an inspiring atmosphere for the 2026 Mayor's Character Breakfast. The event theme centers on community, integrity, and celebration.

Scope of Work:

- Creative planning meeting with Lee's Summit CARES team
- Design and setup of:
 - Stage and backdrop decor
 - Centerpieces for 60+ tables
 - Entry signage and photo op area
- Tear-down and clean-up post-event
- Flexibility to work with venue restrictions and nonprofit budget

Proposal Requirements:

- Portfolio of event setups or styled work
- Proposed design ideas based on our theme
- Pricing and rental inventory list (if applicable)
- Proof of insurance and business license
- References from at least 2 past clients