



Request For Proposal, Lincoln City Chamber Directory

The Lincoln City Chamber is seeking proposals from qualified vendors to develop and produce a comprehensive Chamber Directory. We are a dynamic and vibrant Chamber of Commerce serving the Lincoln City Oregon area, dedicated to promoting local businesses and fostering economic growth within our community.

1. Project Overview

a. Objective: The objective of this project is to create a user-friendly and visually appealing Chamber Directory that showcases our diverse membership and provides valuable information to our members and the community.

b. Scope of Work:

The scope of work includes designing and printing a high-quality Chamber Directory that reflects our brand identity, includes accurate and up-to-date information about our members, and offers a range of features and functionalities to enhance user experience.

2. Project Requirements:

a. Design and Layout:

- Create an aesthetically pleasing design for the Chamber Directory cover and internal pages.
- Develop a layout that allows for easy navigation and readability.
- Incorporate relevant images, graphics, and illustrations to enhance the visual appeal of the directory.
- Include accurate and up-to-date information from our members.

- Organize member listings in an organized, logical manner.
- Include a comprehensive index and table of contents for quick reference.
- Incorporate search functionality to allow users to find specific businesses or categories. Enable cross-referencing between categories or related businesses.
- Provide space for relevant advertisements from our members.
- Print the Chamber Directory in a high-quality format, ensuring legibility and durability.
- Determine the appropriate quantity of printed copies based on our membership size and anticipated distribution channels.

b. Digital Version

- Develop a digital version of the Chamber Directory in a user-friendly format (PDF, online directory) that can be accessed from our website or other digital platforms, ensuring the digital version retains the same design, features and functionality as the printed version.
- Provide an estimated timeline for the project, with key milestones and deliverables, also include a plan of action if timeline is not met.

3. Proposal Submission: Interested vendors are requested to submit a detailed proposal addressing the following:

- a. Company Profile: Provide an overview of your company, including relevant experience in **designing and producing directories or similar publications.**
- b. Project Team: Introduce the key members of your team who will be involved in this project and their relevant experience.

Submit proposals to:

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Lincoln City Chamber of Commerce

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