

Request for Proposal - Event Photographer

Event Photographer

The Saskatchewan Parks and Recreation Association (SPRA) is seeking to engage the services of a Photographer to capture photos at the *Gathering Strength: Framework for Recreation in Canada Forum*, 2018, occurring May 8-10, 2018 in Regina.

The Photographer will take images at the Forum venues and provide high quality digital images files for use on all media channels, including website, social media accounts and print materials.

About Us

SPRA is a non-profit member organization dedicated to enhancing quality of life in the province through the provision of recreation services and support. SPRA is funded by the Saskatchewan Lotteries and administers the Recreation Section of the Saskatchewan Lotteries Trust Fund.

The Event

Held on May 8-10, 2018, in Regina Saskatchewan, the Forum will bring together over 250 delegates from across Canada to build relationships, continue dialogue and work cooperatively to achieving the values, goals and priorities identified in the [Framework for Recreation in Canada 2015: Pathways to Wellbeing](#). The program includes a variety of education sessions, keynote speakers, recreation activities and networking events.

The Delta Hotel Regina, located at 1919 Saskatchewan Drive, will be the primary venue for this event, with select sessions and events happening at two other venues: Wascana Park and Mosaic Stadium.

Scope of Work

The Photographer will be responsible to capture images at the event. Images will highlight all aspects of the event and will include both candid and directed photographs, in indoor and outdoor settings. Staff will work with the vendor on the specific images and locations that will be required for this project. Those may include:

- Welcome Reception at Mosaic Stadium
- Rise and Shine Workouts
- Keynote Speakers
- Education Sessions
- Wascana Park Experience
- Networking and Social Events

The scope of work shall include:

- An initial meeting to clarify the details of the project.
- The Photographer will be responsible for all necessary travel between venue and offsite events and sessions.
- The Photographer will be responsible for all necessary equipment, photography and editing.
- The Photographer will be required to share images throughout the event with designated SPRA staff, for use on SPRA's Social Media channels.



- The Photographer will be responsible for developing two photo montages at the conclusion of both the May 8 and 9 activities. Montages will be played during events the following day, May 9 and 10 respectively.
- The Photographer will provide SPRA with high resolution, digital images suitable for use in print and online.
- SPRA shall hold the copyright to, and total ownership of, all event photographs.
- All work must be completed by May 21, 2018.

Estimated Hours

The estimated times required for photography services are detailed below and are subject to change. This includes general education sessions, keynote speakers, registration, social and networking events, off-site events and other photography as required. Visit www.gatheringstrength.ca for a comprehensive event schedule. No photography will be required on May 10, 2018.

Date	Time	Event/Session Details	Location
May 8, 2018	7:00 p.m. -9:00 p.m.	Welcome Reception	Mosaic Stadium
May 9, 2018*	6:00 a.m. – 7:00 a.m.	Rise and Shine Workout	Delta Hotel
May 9, 2018	8:30 a.m.- 11:00 a.m.	Keynote, general education sessions, networking breaks	Delta Hotel
May 9, 2018	2:45 p.m. – 5:00 p.m.	Outdoor, recreational activities *weather permitting	Wascana Park
May 9, 2018	6:30 p.m. -9:00 p.m.	Taste of Saskatchewan (Dinner and Entertainment)	Delta Hotel

*As an alternative, the Rise and Shine Workout on May 10, 2018, from 6:30 a.m. to 7:30 a.m., could be photographed.

Submission Details

The Photographer will:

- Provide a brief description of the individual, firm or organization, including qualifications, experience and ability to fulfill the scope of work described in this Request for Proposal.
- Include samples of past photographic work.
- Provide references.
- Provide SPRA with the total cost to perform the work outlined in this Request for Proposal (include and identify all taxes and expenses, as well as hourly rate). It should be noted that the total costs should not exceed \$2,100.
- Indicate if they offer a reduced nonprofit rate. Promotional opportunities may be available at the event to help reduce the cost of the quote.



Proposals are to be submitted to:
Saskatchewan Parks and Recreation Association (SPRA)
Event Photographer
Attention: Chantel Doerksen, Communications, Information and Research Manager
#100 – 1445 Park Street
Regina, SK S4N 4C5
Email: cdoerksen@spra.sk.ca

Submissions must be received at the SPRA office by March 16, 2018.

SPRA reserves the right to cancel this Request for Proposal for any reason, without any liability to any Agency, or to waive irregularities at its own discretion. The lowest priced proposal may not necessarily be accepted.

Proposals shall be irrevocable until SPRA awards this Contract, cancels this Request for Proposal, or a period of ninety (90) days has elapsed since the deadline for submission.

All prices are to be in Canadian Funds.