



REQUEST FOR PROPOSALS – GRFN POW WOW 2020 POSTER DESIGN

PROJECT OVERVIEW

The Garden River First Nation Pow Wow Committee seeks a graphic design firm or independent contractor to design a poster and marketing material for the 2020 Pow Wow.

ABOUT GARDEN RIVER FIRST NATION

In the spirit of our ancestors and our Treaty, we endeavor to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental and spiritual well-being of all members.

Community members and their families will gather to celebrate and share with spectacular dance, song and theatrical performances in both contemporary and traditional styles. The GRFN Pow Wow is a fun-filled weekend for the whole family to enjoy together. This is a wonderful opportunity for outside stakeholders/partners and local tourist to learn more about Indigenous people, our community and our contributions to Canada.

SCOPE OF WORK

- Design of a poster highlighting critical information
- Show art and name only (brochure art) ratio 200 wide to 250 high
- Complete poster design with proper billing – full color, full bleed – 11x17”
- Complete program cover design (half sheet, full bleed)
- Complete “teaser” art
- Web ad
- [Facebook ad](#)
- Banner art for website ratio 1921 wide by 707 high

DELIVERABLES

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| March 2020 | The Pow Wow Committee will provide full list of 2020 production names, directors, run dates and billing information for its 2020 season to the designer. (Some of this information may be available prior to that date.) |
| March 2020 | Designer will meet with the committee to discuss their vision and themes for productions. |
| March 2020 | Designer will develop and send (up to three) thumbnail designs to the Chair and Co-Chair. Once a design direction is set, The Pow Wow Committee may request no more than three sets of revisions. Final approval of the designs rests with the Pow Wow Committee Chair. |
| June 2020 | Final brochure art due to GRFN Pow Wow Committee Chair. |
| March 2020 | Final web banners due to GRFN Pow Wow Committee Chair. |

For each production package:

No less than three months before event opens: Poster, “teaser,” program cover and FB ad delivered to GRFN Pow Wow Committee Chair.

PROPOSAL GUIDELINES

This is an open and competitive process for all artists.

PROJECT AWARD

The GRFN Pow Wow Committee will review proposals and select an artist April 1st, 2020.

REQUIRED PROPOSAL ELEMENTS

Proposals must include the following:

- Proof of qualifications (resume, client recommendations, etc.).
- Case studies and examples of work on posters, including outlines/proofs/examples.
- Written explanation of design proofs and creative brief.
- Proposed budget are required under this RFP.

SUBMITTAL DEADLINE

- GRFN Pow Wow Committee will accept hard copy and emailed submittals at the GRFN Band Office – 7 Shingwauk Street, Garden River, ON P6A 6Z8 or via email info@gardenriver.org until 4:30 p.m. EST **[Friday March 20, 2020]**
- Proposals ***received or delivered*** to the GRFN Pow Wow Committee after deadline will not be considered, regardless of postmark or shipping drop date. ***GRFN Pow Wow Committee is not responsible for delivery delays.***