



ᐃᓕᓕ ᓂᓐᓂᓂᓂᓐ
Cree School Board
Commission scolaire crie

Request for Proposals

Education Symposium Videography Services 2026-2027

Thursday, June 11, 2026

Deliverables & Timeline

Deliverable	Timeline
Recap video	End of event (Oct 15, 2026)
Highlight video (draft)	Within 1 week
Final highlight video	Following revisions

Proposal Submission Requirements

Proposals must be complete, well-organized, and clearly structured using the sections below. Submissions that do not include all required information may not be considered.

a) Cover Letter

Include:

- Company name and contact details
- Primary contact person
- Confirmation of availability for event dates
- Brief summary of qualifications and interest

b) Profile & Experience

- Overview of videographer (years of experience, location)
- Relevant experience in:
 - Event videography
 - Conference or institutional work
- Experience working with:
 - First Nations / Indigenous organizations (strong asset)
 - Public sector or education clients (asset)

c) Relevant Project Examples

Provide a minimum of two (2) examples of similar projects:

- Description of project and scope
- Client name and year
- Links to video samples
- Description of your role in the project

d) Approach & Methodology

Describe your approach to:

- Capturing key moments and telling a compelling story
- Conducting interviews in a respectful and culturally appropriate way
- Working in live event environments

- Managing audio quality in conference settings
- Post-production workflow and quality assurance

e) Work Plan & Schedule

Provide a clear timeline including:

- Pre-event planning
- Filming strategy for the two-day event
- Editing timeline for recap and highlight videos
- Delivery milestones

f) Team & Equipment

- Key team members and roles
- Experience of assigned personnel
- Equipment list (cameras, audio, lighting, backup systems)
- Contingency plans (equipment failure, illness, etc.)

g) Pricing & Budget Breakdown

Provide a detailed and transparent cost structure, including:

- Pre-production (planning, coordination)
- Filming (daily rate or total)
- Editing and post-production
- Audio recording and mixing
- Licensing costs (music, etc.)
- Any additional service

h) References

Provide at least two (2) references:

- Organization name
- Contact person
- Contact information
- Description of services provided

Deadline for Proposal Submission

Please submit your proposal to the email address provided below no later than **Friday, June 26, 2026, at 12 p.m.**

Attn: Nick Wapachee
Coordinator of Community Engagement
Cree School Board

Email: Nick.Wapachee@cscree.qc.ca

Questions & Clarifications

Please send any questions that you may have by **Friday, June 19, 2026 at 12 p.m.** All questions will be collected first and answered in one shared document. The document will include the questions received and the answers provided and will be made available to all potential providers no later than **Monday, June 22, 2026 at 12 p.m.**

The selected proposal will be confirmed by email within 5 business days of the deadline for submission.

General Conditions

The Cree School Board is not bound to accept any quote and may, at its discretion, award the contract to the service provider of its choice, whether or not the price is the lowest. The scope and mandate of this project may be adjusted as needed at the discretion of the Cree School Board. Qualifications, credentials and organizational knowledge or work experience with First Nations organizations will be factored when assessing the quotes.