

## REQUEST FOR PROPOSALS (RFP)

### Master of Ceremony for Iyeskuwiiu and Springboard to Nursing Completion Ceremony Banquet

#### 1. Introduction

The Department of Higher Learning at the Cree School Board is currently seeking proposals for an Eeyou/Eenou Master of Ceremony (MC) to lead the Iyeskuwiiu and Springboard to Nursing Completion Banquet in Montreal on Thursday, June 4, 2026, 6:00-9:30 pm. The event is a celebration recognizing nursing graduates for their dedication, achievements, and successful completion of their program.

The ideal candidate will be engaging, professional, and experienced in hosting formal ceremonies.

#### 2. Event Details

Event Name: Iyeskuwiiu and Springboard to Nursing Completion Banquet

Event Date: Thursday June 4, 2026

Event Time: 6:00pm – 9:30pm

Location: Montreal

Estimated Attendance: 175

Audience: Students families, instructors, John Abbott College Representatives, CSB representatives, CHB representatives and guests

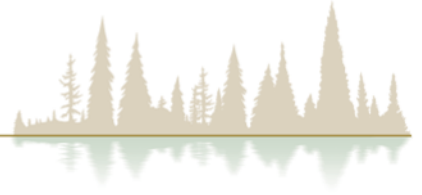
#### 3. Work to be carried out

The selected MC will be responsible for:

##### 3.1 Pre-Event

- Meeting with event organizers to review MC notes, schedule and expectations
- Becoming familiar with program order, speakers, and any cultural protocols
- Providing suggestions to enhance the flow and engagements of the event





### 3.2 During Event

- Opening the event with a warm, welcoming introduction
- Guiding the program according to the agenda
- Introducing speakers, performers, and special guests
- Making announcements as needed
- Ensuring smooth transitions
- Maintain appropriate tone, timing, and professionalism
- Engaging the audience while respecting the ceremonial nature of the banquet

### 3.3 Post-Event

- Closing remarks
- Acknowledgements and final thank-yous
- Debrief with organizers if needed

## 4. Proposal Requirements

Interested applicants must submit the following:

#### a. Professional Background & Experience, including:

- Previous MC or public speaking experience
- Experience with culturally sensitive or formal events

#### b. Sample Work (video links, recordings, or portfolio) if available

#### c. Proposed Fee, including:

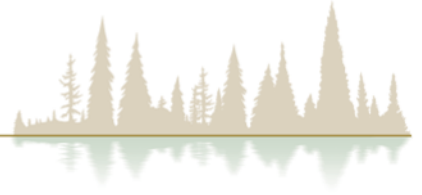
- Flat rate or hourly rate
- Any travel or accommodation requirements. If living in Iiyiyu Aschii, travel will be paid as per the Cree School Board rate.

#### d. References (minimum two)

## 5. Evaluation Criteria

Proposals will be evaluated based on:





- Relevant experience and professional
- Ability to engage diverse audiences
- Quality of sample work
- Cost and overall value
- References and reputation

## 6. Budget

Applicants should include a clear and detailed fee structure

## 7. Submission Instructions

Please submit proposals by April 17, 2026 to:

Department of Higher Learning

[HigherLearning@cscree.qc.ca](mailto:HigherLearning@cscree.qc.ca)

Subject line: "RFP – MC for Banquet"

Late submissions may not be considered.

## 8. Question Period

Interest candidates can request clarification regarding any aspect of this RFP by submitting questions to [higherlearning@cscree.qc.ca](mailto:higherlearning@cscree.qc.ca). The deadline to submit questions will be April 10, 2026.

## Important to Note

- The Cree School Board may accept or reject any proposal, in whole or in part.
- The selected MC must adhere to all event policies and protocols
- All materials shared for the event must remain confidential
- Payment terms will be established upon contract signing

