



Request for Proposal (RFP)

Photo Booth Provider for the 2025 Business Excellence Awards

Issued by: Cranbrook Chamber of Commerce

Submission Deadline: September 10, 2025

Event Overview

The Cranbrook Chamber of Commerce is seeking proposals from photo booth providers for the 2025 Business Excellence Awards on Friday, October 24, 2025, at the Key City Theatre in Cranbrook, BC. This is Cranbrook's premier business event of the year, drawing a standing-room-only crowd of approximately 300 guests from the local business and community sectors. The event includes a pre-show mingling session and an intermission, during which a photo booth will enhance the experience for guests.

The successful applicant will benefit from valuable exposure to a professional and community-oriented audience.

Scope of Work

We are inviting proposals for a Photo Booth Provider during the following times (times are approximate, subject to change):

- **Pre-event mingling session** (approximately 45 minutes) 6:30pm-7:15pm
- **Intermission performance** (approximately 30 minutes) 9:00pm-9:30pm

Provide props, backdrop, and either take photos or have the photo strips printed and provided onsite. Set up and tear down.

Proposal Requirements

Interested photo booth providers are asked to include the following in their submission:

1. **Performance Details**
 - Description of photo booth, props, and backdrop
 - Dimensions of the space required for the booth, backdrop, and props
2. **Pricing**
 - Itemized quote including booth, setup, and any/all additional costs

3. Experience and References

- Brief overview of past experiences at events of similar size/scope
- At least one reference or testimonial from a past client

4. Photo Sample

- Link to visual samples (e.g., website, social media, etc.)

5. Additional Considerations

- Preference will be given to current members of the Cranbrook Chamber of Commerce

Evaluation Criteria

Proposals will be evaluated based on the following:

- Price and value
- Experience with similar events
- Chamber membership status

Submission Details

Please submit your complete proposal by **Wednesday, September 10, 2025**, via email to:

Kyle Born

Member and Events Coordinator, Cranbrook Chamber of Commerce

 events@cranbrookchamber.com