



Request for Proposal (RFP)

Photographer 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 talented local photographers to provide services 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, an awards ceremony, and an intermission.

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

Scope of Work

We require a professional photographer to:

- **Capture award presentations** on stage during the ceremony
 - **Take candid and posed photos** of guests and nominees mingling before and during the event (primarily in the theatre lobby)
 - Provide **edited high-resolution digital images** suitable for social media, print, and promotional use
 - Coordinate with Chamber staff prior to the event to understand the run-of-show and key moments to capture
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Preferred Qualifications

- Demonstrated experience in event photography (especially awards, galas, or formal events)
 - Professional, reliable, and comfortable working in a fast-paced environment
 - Based in or near Cranbrook, BC
 - Chamber members will be given priority consideration
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Proposal Requirements

Please include the following in your submission:

1. A brief statement of interest and background in event photography
 2. Link to portfolio or sample gallery showcasing relevant work
 3. Breakdown of proposed fee (including editing and delivery timeline)
 4. Any additional value-added offerings (e.g., photo booth, next-day turnaround, etc.)
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Evaluation Criteria

Proposals will be evaluated based on the following:


- Quality of previous work
 - Professionalism and experience
 - Cost and overall value
 - Proximity to Cranbrook
 - Chamber membership status
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Submission Deadline & Contact

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