IZWTAG
INDIGENOUS ZERO WASTE
TECHNICAL ADVISORY GROUP

REQUEST FOR PROPOSALS

Professional Photography Services
IZWTAG Day 2027

Issued by:
Indigenous Zero Waste Technical Advisory Group (IZWTAG)

Event Dates:
May 12 and 13, 2027

Event Location:
Westin Wall Centre Vancouver Airport Hotel
Richmond, BC

RFP Issue Date: November 2, 2026
Questions Deadline: November 30, 2026
Proposal Submission Deadline: January 8, 2027, 12:00 PM PDT

Request for Proposals: Event Photography and Headshot Services

Issued by: Indigenous Zero Waste Technical Advisory Group - IZWTAG
Event location: Westin Wall Center, Richmond BC
Event dates: May 12 and 13, 2027
Proposal deadline: January 8, 2027, 12PM PDT
Submission contact: karen.martin@izwtag.com

1. Overview

Indigenous Zero Waste Technical Advisory Group (IZWTAG) invites proposals from experienced photographers to document a two-day event comprising a half-day roundtable and a full-day conference, and to provide professional headshots for board members and staff.

Images will support organizational communications, reports, websites, social media, and future event promotion. Proposals must include pricing for event photography and headshots.

2. Coverage Requirements

Day 1 — Half-day roundtable (1PM – 4PM)

Coverage should include facilitated discussions, participant interactions, candid moments, and group photographs as requested. The photographer should work discreetly to minimize disruption.

Day 2 — Full-day conference (8AM – 4PM)

Coverage should include registration, keynote speakers, panel discussions, audience participation, networking, venue details, signage, and group photographs as requested.

Board and staff headshots

Provide professional individual headshots for approximately 7 board members and 5 staff members. Headshots should have consistent lighting, environmental background, and framing suitable for organizational biographies, websites, and professional profiles.

Proponents should recommend a schedule and setup for headshots, explaining how these sessions can be accommodated alongside event coverage and whether additional time or personnel are required.

Exact coverage hours, the event agenda, headshot participant numbers, and priority photographs will be confirmed with the selected photographer.

3. Scope of Services

The selected photographer will:

- Attend a pre-event planning meeting and review the agenda, shot list, and headshot schedule.

- Provide professional photography equipment, including backup equipment and any lighting or backdrop required for headshots.
- Coordinate with the event lead throughout both days.
- Capture candid and posed event photographs in both landscape and portrait orientations.
- Provide posing guidance for headshot participants.
- Follow organizer instructions regarding consent, restricted sessions, and participants who do not wish to be photographed.
- Select and edit photographs for consistent colour, exposure, and quality.
- Deliver final images through a secure, downloadable online gallery or file transfer.

Proponents should recommend appropriate staffing and identify whether a second photographer would be required to maintain event coverage during headshot sessions.

4. Deliverables

Event photography

- A recommended number of edited photographs for each event day.
- At least 6-10 edited highlight images within 24 hours of each day's coverage.
- A complete edited event gallery within 10 business days after the event.
- High-resolution JPEG files suitable for print and web-resolution versions for digital communications.
- Files clearly organized by event day or session.

Board and staff headshots

- At least two final, edited headshots per participant.
- Consistent, natural retouching suitable for professional use.
- High-resolution and web-resolution JPEG versions.
- Files clearly labelled by participant name.
- Delivery within 10 business days of the headshot session.

Please describe the headshot selection process and identify any additional charges for retouching, expedited delivery, or extended gallery hosting.

5. Image Use and Confidentiality

The proposal should include a licence allowing Indigenous Zero Waste Technical Advisory Group (IZWTAG) to use, reproduce, crop, and share the final images for organizational communications, reporting, publicity, and event promotion without additional usage fees or expiry. Headshot usage should also permit participants to use their images for professional profiles and biographies.

Please identify any restrictions, attribution requirements, or third-party usage limitations.

The photographer must obtain written approval before publishing images in a portfolio, on social media, or in promotional materials. Any confidentiality requirements for the roundtable will be confirmed before the event.

6. Proposal and Pricing Requirements

Please provide:

1. A brief introduction and description of relevant experience.
2. A portfolio featuring comparable professional events and individual headshots.
3. The name and role of each proposed team member.
4. Confirmation of availability for both event dates.
5. Your approach to event coverage, headshot scheduling, editing, and delivery.
6. An itemized proposal with pricing that separately identifies:
    - Half-day roundtable coverage.
    - Full-day conference coverage.
    - Board and staff headshots, including setup, the number of participants included, and the rate for additional participants.
    - Editing and headshot retouching.
    - Additional photographers or assistants, if required.
    - Travel, equipment, and other expenses.
    - Optional services and applicable taxes.
    - The total proposed cost.
7. Proposed coverage hours, overtime rates, payment terms, and cancellation or rescheduling terms.
8. Backup equipment and contingency arrangements if the assigned photographer becomes unavailable.
9. Two references for comparable assignments.

Clearly state all pricing assumptions, including participant numbers, session length, and any minimum charges.

7. Evaluation

Proposals will be assessed on:

- Quality and suitability of event photography and headshot portfolios.
- Experience photographing professional events and facilitated discussions.
- Understanding of the assignment and feasibility of the proposed schedule.
- Deliverables and turnaround time.
- Overall value and clarity of pricing.
- References and reliability.

Indigenous Zero Waste Technical Advisory Group (IZWTAG) may invite shortlisted proponents to a brief discussion before making a selection.

8. Submission Instructions

Submit your proposal, including itemized pricing, as a PDF to **karen.martin@izwtag.com** by **January 8, 2027, 12:00 PM PDT** using the subject line:

Photography and Headshot Proposal — IZWTAG Day 2027

Questions may be directed at karen.martin@izwtag.com by **November 30, 2026.**