

REQUEST FOR PROPOSALS (RFP)

Professional Photography Services – Arts Ottawa Awards

Arts Ottawa is seeking proposals from qualified photographers based in the National Capital Region to provide professional photography services for recipients of the Arts Ottawa Awards.

The selected photographer(s) will be responsible for producing high-quality, professional headshots, as well as additional images that support the development of personalized media kits for award recipients. Headshot photography sessions will take place in one location in November 2026, and additional photos in situ (studios, rehearsal halls, creative spaces/workshops) in December 2026 and January 2027, in preparation for the February 2027 Arts Awards.

Project Overview

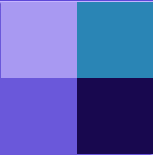
The Arts Ottawa Awards celebrate outstanding contributions to the arts community. As part of the recognition package, recipients receive professional photography assets for use in promotion, media, and archival purposes.

We are seeking a photographer who can deliver:

- **Professional headshots and/or Group shots for 5 recipients** (November 17 to 20) in Micaela Fitch Boardroom, Arts Ottawa offices at Arts Court 2 Daly Avenue)
- **Additional creative images** (e.g., “in-practice” or environmental portraits arranged individually and delivered to Arts Ottawa by January 8, 2027)

Submission Details

- **Submission Deadline:** August 1st, 2026
- **Submission Method:** Via email to Noel Szabados: noel@artsottawa.ca
- **Contact for Inquiries:** email Brooklyn Marok: brooklyn@artsottawa.ca



Responsibilities

- Availability for week of **November 17 to 20th, 2026** to capture headshots of recipients, coordinated by Arts Ottawa
- Travel to various locations throughout Ottawa on different dates and times for in-situ photography (studios, workshops, rehearsal halls)
- Coordinate directly with award recipients to schedule in-situ/in-action photography sessions in **December 2026 and January 2027**.
- Provide and transport all equipment required for on-location photography.
- Provide professionally edited final selected images.
- Deliver images within the agreed-upon timeline.
- Grant Arts Ottawa a non-exclusive license to use the photographs for promotional, marketing, reporting, archival, and award-related purposes.

Deliverables

- A minimum of **three (3) edited headshots per individual featured**. For recipients representing organizations, headshots may be required for up to **two (2)** designated representatives.
- A minimum of **three (3) edited in-action photographs per recipient**.
- High-resolution files suitable for print and digital use, as well as web-optimized versions for email and social media.
- Organized and clearly labelled files for ease of use by Arts Ottawa.

Timeline

- Applications close August 1st, 2026
- Shortlisted candidates contacted mid-August
- Selected candidates September 1
- **Mid-October 2026:** Award recipients announced
- **November 17 – 20 2026:** Headshot session dates in Micaela Fitch Boardroom (coordinated by Arts Ottawa)
- **First Week of December 2026:** Delivery of edited headshots from drop-in sessions (required deadline)
- **January 8, 2027:** Delivery of remaining in-situ/in-action photo assets

Proposal Requirements

Submissions must include:

- Company/photographer overview, including confirmation that the applicant is based in the National Capital Region
- Relevant experience working with artists, creatives, or arts organizations.
- Portfolio (links required).
- Approach to the project, including session structure, workflow, and turnaround times.
- Availability, including proposed session dates (weekday and weekend options preferred).
- Pricing structure, including:
 - Headshot session rates
 - Additional photography rates
 - Pricing for an additional recipient, if applicable
 - Package pricing (if applicable)
- Two (2) to three (3) professional references.
- Confirmation of ability to work within tight timelines and coordinate multiple participants.

Evaluation Criteria

Proposals will be evaluated based on:

- Quality of portfolio
- Relevant experience in the arts sector
- Ability to meet timelines
- Proposed approach and flexibility
- Pricing and overall value
- Willingness to explore sponsorship partnership

Additional Information

Arts Ottawa reserves the right to:

- Accept or reject any proposal
- Request additional information or clarification
- Negotiate terms with selected proponents

