



Request for Quote
Convocation Photography Services

Issue Date: January 7, 2026

**Submission Deadline: 4:00pm (CST)
January 21, 2026**

Send quote to the attention of:

Andrea McDaniel
Registrar's Office
Brandon University
270 18th Street
Brandon, MB R7A 6A9
E-mail: mcdaniela@brandonu.ca

Convocation Photography Services

1. Project

Brandon University (BU) seeks a photography and/or creative agency to provide professional photography services at of the Brandon University Convocation on the following dates (two ceremonies per date):

Spring 2026

Thursday, May 28, 2026 and Friday, May 29, 2026

Spring 2027

Thursday, June 3, 2027 and Friday, June 4, 2027

Spring 2028

Thursday, June 1, 2028 and Friday, June 2, 2028

Photographers/the agency must be available to provide photography services from 9:30 am through conclusion of the afternoon ceremony (approximately 5:00 pm) on all ceremony days.

1.1 Possibility of Extension

By mutual agreement of both parties, following the 2028 Convocation ceremonies, the agreement between BU and the selected photographer(s)/agency may be extended for an additional one or two years. Photographers/the agency are invited to include financial estimates for 2028 and 2029 in their submission (per section 2.3 below).

1.2 Ceremony Photographs

At minimum, for each annual Convocation, the University requires:

1. Photographs of the Convocation processions and recessions (i.e., dignitaries, students, musicians, platform party, audience members, etc.);
2. Photographs of the four formal Convocation ceremonies (i.e., speeches, platform party, dignitaries, etc.);
3. Photographs of the presentation of each degree (see below: Sec. 1.2 Graduate Photographs);
4. Photographs of each graduate against a BU pop-up backdrop with their degree

(see below: Sec. 1.2 Graduate Photographs);

5. Photographs of the presentation of individual awards and honours, including photographs of each individual recipient receiving the award/recognition from the designated University official.

Specific enhancements that the University would prefer include:

1. Behind-the-scenes of students/families preparing ahead of each ceremony
2. Candid photographs throughout
3. Celebration photographs after each ceremony
4. Video

The University will provide designated areas for the photographers/creative agency during the ceremonies.

Photographers/the agency must provide to the University full-resolution digital copies of all photographs, video, or other files for University archival purposes through a link to a shared cloud drive (preferred), USB stick, or SD card.

Subject to Sec 1.2 below, all files become property of Brandon University.

Photographer/agency waives all copyright and/or will assign copyright or unrestricted license of all files to BU. BU specifically claims the right to use any or all files for promotional or other purposes with no further compensation to photographer/agency.

Preference will be given to photographers/creative agencies who are able to provide same-day turnaround for candid and non-formal photographs.

1.3 Graduate Photographs

The photographers/creative agency must take photographs of each graduate as they receive their degree from the Dean and off stage against a BU pop-up backdrop once they have left the stage with their degree.

Graduates must then have the opportunity to order these photographs, at their own expense, through the photographers/creative agency. The University must also be provided the opportunity to bulk-purchase these photographs at an individual unit rate. The University, while retaining rights to use these photographs for future promotional use, will not do so in a fashion that unduly infringes upon the photographer/agency's ability to sell photos and/or prints.

Preference will be given to photographers/creative agencies that ensure rapid

turnaround time between the Convocation ceremony and graduates being able to submit an order.

Preference will also be given to photographers/creative agencies who offer graduates a variety of print/merchandise order options. Merchandise options will be subject to approval of the University.

2. Submission Requirements

1. Broad statement of your creative vision for BU Convocation photography (maximum 500 words);
2. Description of proposed event setup, including number of staff and space or other requirements (electrical, internet, chairs and tables, etc.);
3. Complete outline of fees and conditions for the three years (2026, 2027, and 2028), including any optional extras included in the vision, proposed setup and costs for prints and merchandise, if any;
4. Timelines for receipt of final photos, including delivery of digital files to University, ability for graduates to order photos, and production of any prints, photo merchandise, or memorabilia;
5. Link to or address for photographer/agency's online portfolio of work.

3. Evaluation Criteria

Submissions will be evaluated based on the following, which are listed in order of relative importance:

1. Fees and conditions
2. Perceived suitability of creative vision to BU Convocation, and the Brandon University mission and institutional objectives
3. Portfolios and other past work.
 - a. Supplemental portfolios are welcome, but not necessary and will be evaluated alongside online portfolios.
4. Timelines
5. Innovations and enhancements to traditional event photography, including ability to offer new photo merchandise and memorabilia

4. Contact

Andrea McDaniel
Registrar's Office
Brandon University
Tel.: 204-727-7310
E-mail: mcdaniela@brandonu.ca