Treaty 7 150th Commemoration
REQUEST FOR PROPOSAL (RFP)

Position Title: Event Coordinator
Event Name: 150th Anniversary Commemoration of the Signing of Treaty 7
RFP Issue Date: November 26, 2026
Proposal Submission Deadline: December 10, 2026 – 5:00 PM
Primary Contact: Louise Doore – Treaty 7 150th Anniversary Committee Chair
Email: louised@siksikanation.com

1. OVERVIEW & BACKGROUND
The Siksika Nation is preparing to commemorate the 150th year for the signing of Treaty No. 7. This includes working collaboratively with leadership, Elders, Nation departments & entities, including Treaty 7 Nations – the Siksika, Kainai, Pikanii, Tsuu tina & Stoney.

Our organizing committee is seeking a qualified, culturally competent event coordinator. The purpose of this historic event is to mark the 150th anniversary of the signing of Treaty 7 (originally signed on September 22, 1877, at Blackfoot Crossing).

It will bring together First Nations leadership, Elders, community members, federal/provincial/municipal dignitaries, and the public to honor the true spirit and intent of the treaty as a living covenant. The event will span a multi-part schedule, featuring ceremony, public cultural showcases, tours, tipi encampment, etc.

- **Target Event Date:** September 22, 2027 (*Multi-Day events)
- **Expected Attendance:** 500 – 1,000
- **Locations:** Various places within Siksika Nation lands, including Blackfoot Crossing (*Original Signing of Treaty 7) and Blackfoot Crossing Historical Parks Ltd.

2. SCOPE OF WORK
The selected vendor will provide comprehensive coordination event design, logistics, infrastructure, production & linkage with all parties involved in the planning of the event. The Event Coordinator will work with the "150th Treaty 7 Anniversary Committee Chair to execute the planning & coordination as directed by the planning committee. All components must be executed with deep respect for Siksika protocols.

Cultural Protocol & Elder Care

- **Protocol Facilitation:** Ensure correct protocols are observed for Ceremonies, Grand Entries, Grand Chief acknowledgments, and gifting.
- **Elder Hospitality:** Designing dedicated, comfortable, rest areas with appropriate food, traditional teas, and dedicated mobility assistance.
- **Honoraria & Gifting Logistics:** Coordinating the structured tracking, processing, and dignified distribution of tobacco, protocol gifts, and honoraria.

Day Program: Traditional Outdoor Ceremony & Gathering

- **Site Infrastructure:** Securing outdoor/indoor staging, audio systems capable of handling multi-directional sound (including drumming/singing), generators, standard/accessible washrooms, and shaded structures.
- **Aesthetics & Layout:** Designing a site map (e.g., arbor layout, teepee placements, facing directions).
- **Crowd Logistics:** Managing parking, shuttle logistics between parking areas and sites, and first-aid/safety presence.

Event Program:

- **Venue Coordination:** Manage and Coordinate program in collaboration with other Nation entities and/or departments as planning evolves.
- **Dignitaries:** Ensure complex seating charts & event attendance correctly reflect national, provincial, municipal, and First Nations leadership hierarchies.
- **Indigenous Catering Integration:** Working with the venue culinary team or specialized Indigenous caterers to incorporate locally sourced, traditional ingredients into a high-end menu.

Creative Production, Storytelling & Audio-Visual

- **Narrative Integration:** Developing a visual and audio identity that highlights oral histories, archival documents, and contemporary artwork in relation to the storyline of the signing of Treaty 7 (from a Siksika perspective).
- **AV Production:** Handling high-definition LED screens for historical asset displays, flawless microphone arrays for speeches/translations, multi-camera live-streaming for remote community members, and professional archival recording.

Creation of a legacy booklet, video and/or learning resource package

- **Legacy Resources:** Develop resource material that will include all events coordinated for the 150th Treaty 7 Commemoration: actual footage, interviews, pictures, etc. that will be used as a learning resource for future use in all educational institutions and/or programming within Siksika Nation. All rights reserved for Siksika Nation use.
- **Copy Right/Intellectual Property:** As delegated by leadership; ensure that all copy rights and intellectual property rights are infused into all documents, visual and audio collections.

3. ESTIMATED BUDGET
The total estimated budget for coordination fees, site build-out, technical production, and hospitality will be identified once event planner has been selected.

- **Cultural Priority:** Proposals must show a transparent allocation of resources that prioritizes cultural integrity, and community access.
- **Fee Structure:** Management/agency fees must be separated clearly from hard costs (rentals, AV, catering, production).

4. PROPOSAL SUBMISSION REQUIREMENTS

Submissions must include:

1. **Indigenous Competency & Representation:** Summary of your history working with Indigenous communities. Note any Indigenous ownership or team leadership.
2. **Operational Concept:** A brief framework showing how your team will manage the logistical transition from a remote outdoor/indoor space to a dinner environment.
3. **Relevant Portfolio:** Case studies of two (2) previous events of equivalent scale, dignity, and complexity.
4. **Itemized Fee Proposal:** A transparent breakdown of your professional fees and projected vendor hard costs.
5. **References:** Two (2) references who can vouch for your operational reliability.

5. EVALUATION CRITERIA
- **40%** – Cultural Competency & Indigenous Alignment
- **30%** – Logistical & Technical Production Capability
- **20%** – Budget & Value Allocation
- **10%** – Professional References