



Request for Proposals Production Services

2026 Saskatchewan Winter Games – Flying Dust & Meadow Lake Inc. is looking for proposals for Production Services for opening and closing

About the 2026 Saskatchewan Winter Games

2026 Saskatchewan Winter Games – Meadow Lake & Flying Dust Inc. is a non-profit, volunteer based organization whose mission is to provide athletes an opportunity to excel in an environment that ensures high level competition, care, and comfort in a community that will come together to celebrate sport and culture.

The games will take place in Flying Dust & Meadow Lake February 15-21, 2026 and will feature over 1600 athletes from across the province participating in 16 sports. Participants will compete under one of the nine Sport, Cultural, and Recreation Districts: Northern, Parkland Valley, South West, Lakeland, Prairie Central, South East, Regina, Saskatoon, and the home region of Rivers West. Another 3000 spectators and 500 community volunteers will be a part of the event.

Through hosting the 2026 Saskatchewan Winter Games Flying Dust & Meadow Lake will:

- Develop collaborative partnerships within the community and province to enhance sport for young athletes.
- Provide opportunity for participants to develop themselves as athletes and people.
- Ensure the community enjoys a legacy of facilities, equipment, and volunteerism to assist in sport development for future generations.
- Demonstrate leadership through fiscal responsibility, accountability, and mentorship
- Create an opportunity to showcase Flying Dust & Meadow Lake and region to the province of Saskatchewan, thus enhancing the economic impact.
- Celebrate a spirit of inclusion.

Tender Proposal Guidelines and Specifics

Wherever possible, 2026 Saskatchewan Winter Games – Flying Dust & Meadow Lake Inc. is looking for sponsorships/gifts in kind in order to maximize our funding, providing the best possible experience for the athletes, and ensuring that a positive legacy is left behind for the host community. While this is not the only consideration in selecting a vendor, it will be of some importance. Benefits of sponsorship are outlined in full in the attached package. We want to provide a positive relationship with all of our suppliers and sponsors. If you wish to discuss sponsorship please contact us.

Prior to the acceptance of a proposal the committee reserves the right to seek clarification from one, some, or all the Bidders, should it be deemed necessary. To clarify, this relates to information submitted by Bidder in its submission to this RFP only. It does not allow for addition of information that may have been omitted from the RFP submission. Any proposal may be accepted in whole or in part.

All proposals must be open for acceptance for a period of ninety (90) days from the closing date of the RFP.

Any questions regarding this RFP is to be directed to Brittani Dunsing, Games Manager at bdunsing@saskgames.ca.

Scope of Work and Specifics

The 2026 Saskatchewan Winter Games committee will be hosting two high energy exciting ceremonies celebrating the provinces top athletes competing in the event. The ceremonies will be featuring some pre-show entertainment, the parade of athletes, speeches and entertainers as well as a live feed of the lighting of the cauldron. The Opening Ceremony will take place on February 15, 2026 at 7:00 pm and will be approximately 90 minutes. The Closing Ceremony will be on February 21, 2026 and will be approximately 60 minutes long.

The ceremony script and requirements have not been finalized yet, so at this point we are looking to secure a supplier who we can work with throughout the planning of the event over the next 5 months. The successful supplier must be aware that the items being quoted on may require some adjustment as performers are secured.

The Opening Ceremony will take place in the CO-OP Centre located in Meadow Lake and a basic floor plan is provided in Appendix A.

The Closing Ceremony will take place in Pineridge Ford Place Arena located in Flying Dust. A floor plan is not included however it is available at the request of a vendor.

Vendors may propose to provide services for section A-Furnishings & Equipment, section B-Audio/Visual or both sections. Vendors must be clear in what they are proposing. As noted above requirements may change but the successful vendor(s) will provide a detailed proposal which outlines the following items (details on each item are being requested to compare equipment being used):

Section A – Furnishings & Equipment

- Backdrop – approx. 80' of 12' high black draping

Section B – Audio/Visual

- Supplier to suggest equipment which will provide clear sound in a packed arena (floorplan at back of document) with athletes seated on the floor and the stands filled. We are estimating we will require at minimum:
 - 1 podium mic (only closing ceremonies)
 - 1 wireless handheld mic (only closing ceremonies)
 - 6 - 8 stage wedges
 - 6 - 8 Multiple subs
 - 12 – 16 Speakers (only closing ceremonies, unless suggested otherwise from vendor.)
 - Console
- Supplier to suggest equipment needed for a suitable lighting experience typical of a ceremonial event with grand entrance, performers and speakers.
- Screen capable of projecting the performances on stage to the further audience members. (We will supply the camera.)

All Additional Costs (all vendors must outline these costs)

- Delivery to and from venue
- Setup/teardown of venues (including labor)
- Technicians needed for ceremonies
- Any necessary rigging (if not included already)

The vendor is solely responsible for the costs it incurs in submitting a response to the RFP and for any subcontractors that are being proposed. Proposals received unsigned or after the closing will not be considered.

Vendors must also note that the host retains the right to secure a Ceremonies sponsor. Vendor must also note that changes to the scope of work or specifics may need to be adjusted as plans progress.

Proposal Evaluation Criteria

The evaluation committee will evaluate and recommend the selection of a vendor for production services for the 2026 Saskatchewan Winter Games based on the proposal submission, references and bid rate.

Proposals will be evaluated based on the following criteria:

Criteria	Weighting
Demonstrated experience providing production services for previous large scale events	40%
Costs	30%
References	20%
Other Value-added considerations	10%
Total Possible Score	100%

Timeline/Schedule of Events

RFP Timeline

Deadline for Questions – October 23, 2025

Deadline for issuing Addenda – October 24, 2025 5:00 PM (CST)

RFP Closes – October 29, 2025

Recommendation taken to Board – November 4, 2025

Anticipated Execution of Agreement – November 2025

Saskatchewan Winter Games – February 15-21, 2026

The RFP Timetable is tentative and may be amended by the Host Committee at any time.

Please complete the attached form and submit a proposal via e-mail by October 29, 2025 (5:00 pm (CST) deadline) to:

2026 Saskatchewan Winter Games

Flying Dust & Meadow Lake Inc.

Email: bdunsing@saskgames.ca

Phone: (306) 630-9766

Attention: Brittani Dunsing – Games Manager

We thank all businesses for their submissions. Only the successful supplier will be contacted.

Selected vendor will be expected to provide evidence to the host society of proof of valid insurance and registration, commercial insurance and any other information requested by the society.

The 2026 Saskatchewan Winter Games Flying Dust & Meadow Lake Inc reserves the right to cancel or alter the RFP process as described in this document at any time.

Proposal for Production Services RFP

- In order to be eligible for review vendors must attach this completed page along with the following information:
 - As detailed of proposal as possible outlining vendors intent to supply Furnishings & Equipment or Audio/visual or both. Details on all items being proposed are needed to show an understanding of the requirements for providing this service and allow for adequate comparison.
 - Pricing details are to be clearly laid out and must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST, which should be itemized separately. Rates quoted by the vendor must be all-inclusive and must include all labour and material costs, all freight and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
 - If in-kind support is being proposed, please note that in the detailed proposal not as a reduction per item in the pricing.
 - Examples of similar past projects that have been completed and contact information for references (maximum of 3).
 - Any other information you feel is relevant and may help the committee when evaluating submissions.

Business Name: _____

Name: _____ Signature: _____

Phone number: _____ Cell phone number: _____

Email address: _____

Mailing address: _____
(Include box #, community and postal code please)

☐ By checking this box, I am agreeing to the terms of this Request for Proposal, including Addenda No. _____ to No. _____ inclusive, hereby offer to enter into a contract to supply the services requested by this RFP.

Appendix A (CO-OP Centre)

