



BIRD CREATIVES

REQUEST FOR PROPOSALS (RFP)

Chinook Blast 2026 Festival: Site Management & Technical Coordination

Festival Location: Eau Claire Plaza and Prince's Island Lagoon

Issued: July 21, 2025

Proposal Deadline: August 8, 2025, 5:00 PM MST

Bird Creatives is the event producer for the 2026 Chinook Blast and we are requesting proposals to work with us for site management and technical coordination support.

ABOUT CHINOOK BLAST

Chinook Blast is Calgary's signature winter festival, activating downtown during the coldest months of the year. Now entering its sixth year, the festival brings together a wide range of partners across the arts, nonprofit, tourism, community, and sports sectors to deliver an inclusive, high-impact winter experience.

The 2026 edition will expand programming across Eau Claire Plaza and Prince's Island Lagoon. We are seeking a professional, experienced, and communicative site and technical coordination team to oversee all planning, delivery, safety, and teardown operations for the festival footprint.

NOTABLE DATES

Notification of Selection: No later than September 15, 2025

Final Site Plan November 30, 2025

Submission Deadline:

Installation: January 27–29, 2026

Festival Dates: January 30 to February 16, 2026

Teardown: February 17–19, 2026

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SCOPE OF WORK

The selected team will provide full site and technical oversight from planning through execution and strike. Core responsibilities include, but are not limited to:

Site and Production Management

- Lead all site logistics, including installation, operations, and teardown
- Liaise with the City of Calgary and key civic authorities, including Calgary Police Services (CPS), EMS, Fire, Calgary Transit, the Downtown Association, and the City's designated construction consultants
- Coordinate and oversee load-in and load-out for all vendors, food trucks, partners, and the Arts Market
- Draft the whole production schedule, including:
 - Load-in and load-out timelines for vendors and technical crews
 - Sound checks and performer setup times
 - Vehicle curfew and plaza clearance requirements
- Submit preliminary production schedule by November 15, 2025
- Submit the final production schedule to all departments by January 15, 2026
- Oversee the setup of tents, fencing, signage, power, lighting, AV, and staging
- Plan and manage the location and servicing of port-a-potties and waste bins
- Ensure end-of-day waste removal to designated site bins
- Manage radios, charging, and sign-in/sign-out procedures
- Monitor site access, support vendor logistics, and lead security briefings
- Monitor walking surfaces, applying traction products where needed
- Coordinate snow removal and surface maintenance in public zones
- Create and communicate detailed power distribution plans
- Schedule and supervise the use of telehandlers and heavy equipment
- Coordinate WCB inspections and engineering reviews when required
- Confirm tenting locations for:
 - Front of House (FOH)
 - First Aid
 - Lost Kids
 - Artist Backline
 - Production Office
 - VIP Area
 - Community Activation Tent

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- Coordinate the installation of directional signage and festival branding as provided by Bird Creatives
- Assist with vendor vehicle access planning and parking coordination in consultation with Bird Creatives

Programming Schedule

Public programming is expected during the following times:

- **Fridays:** 5:00 PM to 10:00 PM
- **Saturdays:** 4:00 PM to 10:00 PM
- **Sundays:** 1:00 PM to 4:00 PM
- **Holiday Monday (February 16):** 12:00 PM to 4:00 PM

Installation will occur from January 27 to 29, from 7:00 AM to 10:00 PM each day and the teardown will be February 17, 18 and 19th between 7:00 AM and 7:00 PM, as required. The site team must be present during all installation windows, public programming hours, and for the teardown. Please also note that two installations will be taken down 12 weeks later. Please factor additional time into completing those installations that will be removed at a later date as part of the contract.

Art Installation Coordination

- Coordinate directly with artists to confirm all technical specifications
- Review and approve site plans and installation logistics
- Confirm placement in relation to vendor areas, food trucks, pedestrian flow, and accessibility
- Coordinate access, surface prep, power needs, and equipment use
- Oversee the installation and strike for all installations
- Monitor installations daily for hazards and snow build-up
- Ensure installations remain safe and visually intact for the duration of the festival

Stage and Technical Coordination

- Coordinate directly with AV, lighting, sound, and staging vendors
- Schedule FOH and production staff for the main stage and roving elements
- Advance technical needs with performers and workshop leads
- Monitor and ensure technical readiness across the site
- Provide water, food, and site crew support (Bird Creatives does not provide meals or water)

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Safety, Emergency, and Security Oversight

- Develop and implement the Emergency Response Plan (ERP)
- Present the ERP to the ERP Planning Committee and implement revisions as requested
- Provide contingency planning for weather and site disruptions, including indoor relocation options in consultation with Bird Creatives
- Coordinate CPS paid duty officers, including briefings and schedules
- Oversee private security team, including location coverage and rotation schedules
- Provide the logistics and resources required by the security team to perform duties
- Submit written daily reports for any EMS or paramedical responses
- Track, report, and respond to incidents, hazards, or near misses across the festival site

FESTIVAL FOOTPRINT OVERVIEW

The festival footprint will include (subject to change):

- One main stage
- Eight to ten art installations
- Five to ten food vendors
- Two to four musical acts per day
- Six to ten roving performers per day
- Interactive workshops and participatory activities
- Skating rentals and activations around the Prince's Island Lagoon

The site management team must be on-site during installation, festival hours, and strike.

REPORTING RELATIONSHIP AND ACCOUNTABILITY

The selected team will report directly to the Project Lead at Bird Creatives. Bird Creatives will provide strategic direction, programming leadership, and vendor engagement. The site team is fully responsible for executing and managing all technical and site infrastructure, including:

- Daily site operations and logistics
- All installation and teardown
- Infrastructure and vendor coordination
- Health and safety
- Emergency response implementation
- Scheduling, staffing, and documentation
- Contributing to shared project tracking systems and documents

All schematics, emergency plans, final schedules, and site documents must be submitted by November 30, 2025, unless otherwise approved.

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PROPOSAL REQUIREMENTS

Company Overview

- Legal name and contact information
- Years in operation and structure of the team

Project Understanding and Methodology

- Demonstrated understanding of Chinook Blast and its operational requirements
- Approach to site coordination, emergency planning, and stakeholder collaboration

Key Personnel

- Names and roles of all key team members
- Resumes
- Contingency plan for coverage due to absence or illness

Relevant Experience

- Minimum three comparable events
- Experience in cold-weather and civic environments
- Experience managing art installations
- Three professional references

Work Plan and Timeline

- Work phases with internal milestones
- Draft schedule for pre-planning, install, event operations, and teardown

Cost Proposal

- Fee structure including:
 - Personnel
 - Equipment
 - Site management
 - Subcontracted services (if applicable)
 - Contingency or overrun allowances

Health and Safety Plan

- Overview of internal safety practices and certifications

Environmental Sustainability

- Outline of waste reduction and sustainable operations approach

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Insurance and Licensing

- Proof of \$5 million general liability insurance
- Valid WCB coverage
- Confirmation that all members of the selected team are independent contractors and will:
 - Provide their insurance
 - Submit invoices for work completed
 - Maintain current WCB coverage

Equity, Diversity, and Inclusion (Optional)

- Statement or policy on EDI approach

Conflict of Interest

- Confirmation of no current conflicts
- Disclosure of any perceived or potential conflicts

SUBMISSION DETAILS

Deadline: August 8, 2025, by 5:00 PM MST

Format: PDF only

Submit to: info@birdcreatives.com

Email Subject Line: Chinook Blast 2026 RFP – Site/Tech – [Your Company Name]

Questions? Please email info@birdcreatives.com and we would be happy to answer your question(s).

Incomplete or late submissions will not be considered.

ADDITIONAL NOTES

- This contract is contingent upon final funding approval
- All implementation is subject to final review by the Chinook Blast Committee.
- The selected team must fulfill all deliverables related to accessibility, safety, permitting, and festival compliance.

We are seeking a solution-oriented team committed to collaborative planning, proactive communication, and efficient, detail-driven delivery in a high-profile civic environment.

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