

**Project Overview:**

The Surrey Hospitals Foundation is seeking a professional event photographer or team to capture the 2026 Celebration of Care Gala. With up to 500 guests attending, we require discreet yet thorough coverage that highlights the event's ambiance, decor, guest experience, key program moments, and sponsor visibility. Photos will be used for marketing, post-event recaps, and archival purposes.

**Scope of Work & Deliverables:**

- Candid shots of guests, decor, entertainment, and activations
- Group shots of VIPs, board members, sponsors, and speakers (guided by planning team)
- Step & repeat area photography
- Sponsor and donor signage documentation
- Edited gallery of high-resolution, color-corrected images
- Next-day teaser set of 10 images for social media
- Next-day teaser set of 10 images for print publication

**Timeline:**

Pre-event consultation or site visit: TBD

Photographer arrival time for details/setup: 4pm

Gala date: February 28, 2026

Teaser delivery: March 1, 2026

Final gallery delivery: March 6, 2026

**Proposal Requirements:**

Portfolio showcasing event, nonprofit, or corporate work

Sample full event gallery

Pricing structure (hourly or flat rate)

Details on team size and roles

Equipment list and backup plan

2 client references

**Budget:**

Please submit a flat rate or hourly rate including:

Lead photographer + assistant (if applicable)

Editing, image delivery, and licensing

**Evaluation Criteria:**

Image quality and storytelling ability

Discretion and professionalism at formal events



Timeliness and communication  
Experience with large guest counts and nonprofit events

Submission Deadline: July 23, 2025  
Submit To: Kimberly Harmsen [kimberly.harmsen@fraserhealth.ca](mailto:kimberly.harmsen@fraserhealth.ca)