



## Overview of Hal-Con

A community group, now over 10 years old, which produces the largest annual sci-fi and comic book convention in Atlantic Canada. The event continues to grow and expects 19,000+ people this year. The organization, including the board of directors and a committee of 50+ members, is near fully volunteer-run and champions a message of equality and acceptance to fans. The Hal-Con Sci-Fi Fantasy Association is a registered society with the Province of NS - we are a not-for-profit entity. In addition to the convention, Hal-Con hosts multiple events throughout the year and supports dozens of community/charity events year-round.

## Objectives

To find an artist to provide sketches of the organization's board members for use on our website and for our AGM.

## Requirements

These sketches must be delivered electronically, with artist permission for use for specific purposes. An agreement outlining exact terms will be provided as part of the arrangement. See below for technical details.

## Your deliverables

The successful bidder must be able to provide the sketches in accordance with the set deadline, no later than the end of February 2019. There are 11 members of the board who need individual sketches. Examples of the current profile sketches can be found on our website: <http://hal-con.com/about-us/board>

## 2019 Project Timeline

Jan 9-25	RFQ Open
Jan 25	RFQ bids reviewed and the winning candidate selected
Jan 26	Successful candidate contacted, contract prepared and sent for acceptance
Jan 27	Contract should be accepted, work to begin
Feb 28	Last day for project delivery

## Technical Requirements

The sketches of each individual are ideally created electronically, though high-resolution scans of work produced offline are acceptable. The original artwork files are required, for the case in which minor manipulation of the images is needed.

Acceptable file formats are: PDF, AI, EPS, PSD  
Minimum DPI if Non-Vector: 600



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Files can be delivered via email, Dropbox or another cloud-based service.

### **Other Notes**

The artist is encouraged to connect with individual members of the board as needed in order to prepare each sketch.

Artist credit will be listed on our website, on each individual's biography.

### **Evaluation Criteria**

The successful applicant will be able to comply with our needs, understand our mission and our brand. Women, LGBTQ+, visible minorities, individuals with disabilities, and veterans are encouraged to apply. Nova Scotian artists will be given preference.

The applicant will provide the following:

- Provide a quote for services for 11 (8.5x11in) sketches
- Artist background information (max 350 words)
- Examples of similar projects completed
- Artist portfolio, including sketches of people
- At least one reference for your work

### **Submission deadline**

RFQ should be emailed to [Jennifer@hal-con.com](mailto:Jennifer@hal-con.com) no later than 11:59pm AT on January 20, 2019.