



Atlantic Canada's Largest Sci-Fi, Fantasy & Gaming Convention

Overview of Hal-Con

A community group which produces the largest annual sci-fi and comic book convention in Atlantic Canada. The organization, including the board of directors and a committee of 50+ members, is 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 and 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.

Objective

To find artists to draw profile pictures for the organization's board members for use on our website and for Hal-Con use.

Requirements

These pictures must be delivered electronically, with artist permission for use for reproduction for non-commercial use by Hal-Con and/or by the subject. An agreement outlining exact terms will be provided as part of the arrangement. See below for technical details.

Your Deliverables

The successful bidders must be able to provide the photo(s) in accordance with the set deadline, no later than the end of March 2025. Further photos will be required as new board members are elected / old profile pictures need to be updated. Examples of the current profiles can be found on our website:

<http://hal-con.com/about-us/board>

Pictures do not need to match the art style of existing profiles, but the proportions should be similar: the photo should be a colour headshot showing the shoulders and up, with a white background, and optional props as requested by the board member.

2025 Project Timeline

Jan 21-31	RFP open
Feb 1	RFP bids reviewed and the winning candidate(s) selected
Feb 21	Successful candidate(s) contacted, contract prepared and sent for acceptance
Feb 28	Contract(s) should be accepted, work to begin
March 31	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 cases in which minor manipulation of the images is needed.

Acceptable file formats are: PDF, AI, EPS, PSD

Maximum File size: 1600 x 1600 pixels or 10" x 10"

Minimum DPI if Non-Vector: 300

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



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Other Notes

The artist is strongly encouraged to connect with the individual member of the board as needed in order to prepare each drawing. The board member will provide reference photos of themselves, as well as communicate any requests.

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

We do not accept generative AI art in any format.

Evaluation Criteria

The successful applicant will be able to comply with our needs, understand our mission and our brand. Women, LGBTQIA+, members of marginalized communities, individuals with disabilities, and veterans are encouraged to apply. Nova Scotian artists will be given preference.

The applicant should provide the following:

- Provide a quote for services for one headshot (shoulders and up)
- Artist background information (max 350 words)
- Examples of similar projects completed, or at least one reference of your work.
- Applicant will provide outline of their creation process

Submission deadline

RFQ should be emailed to april.baird@hal-con.com no later than 11:59pm AT on January 31, 2025.