

# Request for Proposals (RFP) 2026 Wagmatcook Powwow

## **Powwow Master of Ceremonies & Event Coordination Services**

Wagmatcook First Nation (WFN) is seeking proposals from qualified individuals or teams to provide Master of Ceremonies (MC) and event coordination services for our upcoming Powwow, tentatively taking place on September 12 and 13, 2026 in Wagmatcook First Nation.

The selected individual(s) will play a key role in supporting the successful planning, coordination, and execution of the event while helping create a welcoming, organized, and culturally respectful atmosphere for all attendees, dancers, drummers, vendors, and guests.

### **Scope of Work**

Responsibilities may include, but are not limited to:

### **Master of Ceremonies Duties**

- Serve as the official MC throughout the Powwow (Tentative dates of September 12 and 13, 2026)
- Coordinate announcements and event flow
- Introduce dancers, drum groups, special guests, and activities
- Maintain schedule timing and audience engagement
- Ensure respectful and culturally appropriate communication throughout the event
- Any additional duties that WFN may assign relating to the Powwow

### **Event Coordination Duties**

- Assist with overall Powwow planning and logistics
- Coordinate with vendors, performers, drummers, staff, volunteers, and committee members
- Support event setup and take down, and day-of operations
- Assist in developing schedules and programming
- Help troubleshoot operational issues during the event
- Participate in planning meetings as required
- Any additional duties that WFN may assign relating to the Powwow



## Qualifications

Preference will be given to applicants who demonstrate:

- Experience serving as an MC at Powwows or Indigenous cultural events
- Knowledge of Powwow protocols, traditions, and etiquette
- Experience coordinating community events
- Strong organizational and communication skills
- Ability to work collaboratively with staff, leadership, and community members

## Proposal Requirements

Interested proponents are asked to submit via Microsoft Word, Google Doc or PDF:

- Contractor/Vendor Information
- Legal Name, address, phone number, email, website if any.
- Primary Contact name, phone number, email, mailing address
- Background information of principal and partners, years in business (if applicable)
- Project team members
- Prior work or client
- A brief overview of experience and qualifications
- Examples of previous Powwow or event experience
- Proposed rates or fee structure via an Excel spreadsheet or Google Sheet.
- Availability for planning meetings and event dates (in-person and/or virtual)
- Two professional references (mandatory)

## Submission Details

Proposals must be submitted via email no later than Friday, June 12, 2026 at 4pm.

### **Please submit proposals to:**

Dante Isadore  
Executive Assistant  
dante.isadore@wagmatcook.com  
902 295 2598

## Additional Information

WFN reserves the right to accept or reject any proposal and may request additional information from proponents as needed.

We thank all applicants for their interest; however, only those selected for further discussion will be contacted