ARTISTIC REQUEST FOR PROPOSALS

SEASONAL DECORATIONS

Town of Shediac

Community Life Department

Publication date: August 12, 2025

Submission deadline: August 26, 2025

1. Context

The Town of Shediac wishes to beautify its public spaces with decorations that reflect seasonal colors, culture, and atmospheres. These projects aim to create a unique visual experience for residents and visitors.

2. Project objectives

- Beautify the town center and public spaces with themed decorative elements.
- Showcase local and regional artistic talent.
- Create a friendly, seasonal atmosphere that encourages people to visit public spaces.

3. Themes

1) Fall in the city: colors, harvest, warmth, and community
2) Winter: magical atmosphere, ice and lights, snow, frost, winter celebrations
3) Spring: renewal, flowers, greenery, energy, and freshness
4) Summer – warmth, outdoor activities, sea, sun, lobster, and bright colors.

4. Call for entries details

4.1 Requirements:

The artist or artists will be responsible for expenses related to the production and installation of the decorations. Expected expenses must include the purchase of materials, installation, creation, and related costs. The decorations must be weather-resistant to ensure durability for the season. Safety is paramount; the decorations must be designed to ensure safety.

Important dates for the submission of fall decorations:

August 12, 2025	**Publication of the call for tenders**
August 19, 2025	**Deadline for questions**
August 26, 2025	**Submission deadline**
Early September 2025	**Evaluation committee deliberations**
September 5, 2025	**Signing of the set design contract**
September 15–19, 2025	**Delivery and installation of set designs**

Deadlines for winter, spring, and summer submissions

August 12, 2025	**Call for tenders published**
September 15, 2025	**Deadline for questions**
October 1, 2025	**Deadline for submissions**
Early October 2025	**Evaluation committee deliberations**
November 12–19, 2025	**Delivery and installation of winter decorations**
March 23–27, 2026	**Delivery and installation of spring decorations**
June 15–19, 2026	**Delivery and installation of summer decorations**

4.2 Installation locations:

- Rotary, Pascal-Poirier Parks
- Place Centre-ville
- Arche Ombeline
- Old Train Station
- Multipurpose Centre
- Around the LED – Ohio Road
- Other suggested locations

4.3 Types of works accepted:

- Art installations (temporary)
- Seasonal sculptures
- Banners and textile art
- **Decorations made from natural materials** (e.g., hay bales, pumpkins, decorative corn, branches, leaves, etc.)

5. Eligibility

- Professional or emerging artists
- Cultural collectives or organizations
- Shediac residents will be given priority

6. Budget

The total budget for each season is $10,000, including:

- Artist fees
- Materials
- Transportation
- Installation

The budget must be detailed in the submission.

7. Evaluation criteria

Proposals will be ranked based on the merits of the written proposal and qualifications. Each evaluator will assign a score out of 100 points as follows:

a)	Relevant expertise and experience	15 points
b)	Artistic quality of the proposal	15 points
c)	Relevance of the theme	20 points
d)	Technical feasibility and safety	15 points
e)	Annual reuse	25 points
f)	Outdoor durability	15 points
g)	The artist's connection or relationship with the region	10 points
h)	Originality and visual impact	15 points
i)	The application is complete	20 points

8. Required submission materials

- Full name and contact information (artist's name, mailing address, telephone number, email address, and website address)
- Brief biography or portfolio (max. 3 pages)
- Description of the proposed project (max. 1 page)
- Detailed budget as identified in point 6
- Artist's connection to the region
- Dismantling and maintenance guide
- Description and maintenance costs
- Production and installation schedule

9. Terms and conditions

- The decorations must be installed according to the dates noted in section 4.1.
- Artists selected for the fall will be notified by September 5, 2025, and in October for other seasons.
- The decorations will remain the property of the city.

10. Submission

Send your application in PDF format to: liette.paulin@shediac.ca with the subject line: Call for Proposals – Fall (Winter, Spring, Summer) Artistic 2025/2026

For any questions:
Liette Paulin
liette.paulin@shediac.ca – 506-532-7000
Submit your creativity and help make fall shine in the Town of Shediac!