

Call for a Broadway North Theatre Company 30th Anniversary Shirt Design

Submissions will be received by the City of Prince Albert, Arts & Cultural Manager until **5:00pm, Saskatchewan Time, Monday, May 26, 2025.**

City of Prince Albert
Parks, Recreation & Culture Department
c/o 142 12th Street West
Prince Albert, SK S6V 3B5



City of
Prince Albert



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Call for a Broadway North Theatre Company 30th Anniversary Shirt Design

1 Background

The EA Rawlinson Centre, a City of Prince Albert facility, is having a Call for a Broadway North Theatre Company 30th Anniversary Shirt Design.

The purpose is to have a shirt design in celebration of the 30th Anniversary of the Broadway North Theatre Company. The chosen shirt design will be used on T-shirts that will be provided to builders, sponsors, and volunteers, and sold to the public. The Broadway North Theatre Company provides Prince Albert with a quality community-based musical theatre production annually that nurtures the talented performers in our city. The shirt design should evoke the pride and history of the Broadway North Theatre Program – a program that has been a source of local talent, personal growth, opportunity for artists, pride, community building, and more!

2 Eligibility

This call is open to visual artists and graphic designers in Saskatchewan with preference to those residing in Prince Albert or surrounding communities. We encourage submissions from artists/graphic designers that are typically underrepresented including BIPOC (Black, Indigenous, and People of Colour), 2SLGBTQIA+ identifying individuals, deaf persons, and persons with disabilities. We also encourage submissions from youth. If assistance is required, please contact Judy MacLeod Campbell at jmacleodcampbell@citypa.com or 306-953-4825.

3 Evaluations of Submissions

From all the submissions, a selection panel will choose the final design.

4 Budget

The chosen Artist/Graphic Designer will be compensated \$500.

5 Instructions to Artists/Graphic Designers

Submissions must be received by **5:00 pm, Monday, May 26, 2025.**

City of Prince Albert
EA Rawlinson Centre
142 12th Street West
Prince Albert, SK S6V 3B5
Email: jmacleodcampbell@citypa.com

Incomplete submissions will not be accepted. Please email or drop off submissions to the above-mentioned address. Please note the EA Rawlinson Centre Box Office is open from 10 am to 2 pm Monday to Friday.

6 Inquiries

Inquiries, interpretations, and questions regarding this call are to be directed to Judy MacLeod Campbell, Arts & Culture Coordinator, at 306-953-4825 or by email at jmacleodcampbell@citypa.com.

7 Submission Process and Timelines

Artist submissions received **after 5:00 pm, Saskatchewan Time, Monday, July 10, 2023** will not be considered.

Call for Shirt Design Release Date: Thursday, April 24, 2025.

Closing Date: Monday, May 26, 2025, at 5:00 p.m.

Design Chosen By: Thursday, June 5, 2025. (Selection panel)

Notification

Upon closing of the Call for a Broadway North Theatre Company 30th Anniversary Shirt Design, the City of Prince Albert may contact potential Artists/Graphic Designers to request additional information for clarification prior to final selection.

Rejection of Submissions

The City of Prince Albert reserves the right to accept or reject in whole or in part any or all submissions. Only selected designs/submissions will be notified.

8 Requirements | Scope of Work

The project is intended to celebrate the Broadway North Theatre Programs to:

- Provide a positive image of the Broadway North Theatre Program (EA Rawlinson Centre and City of Prince Albert)
- Evoke pride in the program and its benefits to our city (as described earlier)
- Provide local artists/graphic designers with an opportunity to create designs for the call

Technical Requirements

- The artwork must be a visual representation of the Broadway North Theatre Company/Programs
- All artwork must be original to the Artist/Graphic Designer and created for the purpose of this call.
- The design must be one colour only (i.e. black, white, green). A colour may be recommended by the Artist/Graphic Designer.
- The final artwork design should contain appropriate levels of detail and scale for a shirt.
- The artwork should be provided as a digital rendering (jpeg format).
- The design should include the 30th Anniversary Broadway North Theatre Company Logo (may be recommended to be separate from the artwork or included within).
- The design will not include political or religious figures.

More information:

[About Prince Albert](#)

About the [Broadway North Theatre Company](#) and [Broadway North Youth Company](#)

9 Submission Requirements

A completed application form must include the support material listed below. Support material must be in a recognized DOC, DOCX, or PDF file format. Digital renderings/designs should be in JPEG format. Please write your name and contact information on the file.

1. **AUTHORIZATION/SUBMISSION FORM:** Complete, including a signature, the authorization form included in this document.
2. **EXPRESSION OF INTEREST:** One (1) page maximum. Please provide a concise synopsis of your proposed design(s):
 - Briefly describe your interest in the call
 - Briefly describe your artwork/design for each design submitted
 - Address all parameters as outlined in this call.
3. **RESUME / CURRICULUM VITAE:** Three (3) page maximum. Provide your experience as an artist, prior design or public art experience, and/or other relevant information. Include your name, mailing address, telephone number and email address. If multiple artists are involved, include each artist's resume and indicate the artist team lead.

4. VISUAL DOCUMENTATION

Images:

- One (1) digital rendering (jpeg format) of the image of the proposed artwork/design (maximum five designs per artist).
- Digital images of previous public artworks or artworks that best illustrate a body of artwork related to the project (maximum three).

10 Terms and Conditions

1. The Call for a Broadway North Theatre Company 30th Anniversary Shirt Design submission must be signed in the space provided on the *Authorization Form* with the signature of a signing officer.
2. The City of Prince Albert reserves the right to change or cancel the Call for a Broadway North Theatre Company 30th Anniversary Shirt Design without notice.
3. Should a dispute arise from the Terms and Conditions of this Call for a Broadway North Theatre Company 30th Anniversary Shirt Design regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.
4. Any submission is not necessarily accepted.
5. The rights of the parties shall be governed by, and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
6. The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the *Expression of Interest* Process, including executed contracts and agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

Section 91(1)(a) of the Cities Act states the following:

“91(1) *Any person is entitled at any time during regular business hours to inspect and obtain copies of:*

(a) Any contract approved by the council, any bylaw or resolution and any account paid by the council relating to the City”

7. City determination of the successful Artist/Graphic Designer shall be final.



**Call for a Broadway North Theatre
Company 30th Anniversary
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Authorization Form**

NAME (please print)

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE#

EMAIL

AUTHORIZED SIGNATURE

LAF OIP Consent (check one)

Yes _____ (City is Authorized to Release Bid Documents for LAF OIP Requests)

No _____ (Confidential Information Included)

Agree to Contest Rules and Regulations (must be checked):

- I have read the rules and regulations in the Call for a Broadway North Theatre Company 30th Anniversary Shirt Design and agree to be bound by its terms and conditions.

Confirm Original Artwork and Agreement of Use (must be checked):

- I confirm that the submitted piece(s) is of original artwork and hereby give the City of Prince Albert exclusive rights to use the artwork(s), and submitted in the shirt design call, to reproduce on shirts, and to be included on the City's website and/or social media for promotional purposes if selected.
- I hereby give permission for photographs and for the facts hereinafter set out to be used for promotion/publication purposes of the project. The City of Prince Albert may release my name, and/or team member names as listed above if selected as a winning entry.

DATED THIS, _____ DAY OF _____, 2023