



Request for Proposal – Photo Stage Photographer

Event Photographer

The Marion Chamber of Commerce is seeking to engage the services of a Photographer to take high quality digital photography at its upcoming 2018 Annual Dinner. The Photographer will be expected to take photographs at the Photo Stage during the Annual Auction & Awards Banquet at The Pavilion in Marion on Friday, January 19, 2018 and provide high quality digital photo files for use in print and web.

Scope of Work

The scope of work shall include:

- The Photographer will attend a meeting to clarify the details of the project.
- The Photographer will be responsible for all necessary equipment (including backdrop and elegant and whimsical props), photography and editing.
- The Photographer will be required to photograph all attendees interested in the Photo Stage at the Annual Auction & Awards Banquet on January 19. All photographic services will be provided based on a final schedule, which will follow at a later date and considered an inclusion to this Agreement. The Photo Stage is tentatively scheduled to be open from 5-7:30 p.m.
- The Photographer will setup the Photo Stage area completely before 4:30 p.m. and takedown the area after the event concludes around 9:30 p.m. or quietly once the awards presentations have begun.
- The Photographer will refrain from displaying literature (apart from business cards) about their business/services in the Photo Stage area because the Photo Stage will have a sponsor and we want to ensure that they are given the most exposure possible in the Photo Stage area.
- The Photographer will supply the Marion Chamber of Commerce with the names and email addresses of those photographed and correctly name the photographs to correspond to the attendees so the Marion Chamber of Commerce can email the photographs taken to all attendees.
- The Photographer will provide the Marion Chamber of Commerce with high quality digital photographs suitable for use in print and web.
- The Marion Chamber of Commerce shall hold the copyright to, and total ownership of, all event photographs.
- The Photographer will provide evidence of current liability insurance.
- All work must be completed by January 31, 2018.





Event details

- Friday, January 19, 2018 at The Pavilion
- Approximately 400-500 attendees
- Semi-formal attire
- Color scheme: black, white, silver and color of Business/Industry of the Year not yet chosen

Submission Details

The Photographer will:

- Provide a brief description of the individual, firm or organization, including qualifications, experience and ability to fulfill the scope of work described in this Request for Proposal.
- Include samples of past photographic work.
- Provide references.
- Provide the Marion Chamber of Commerce with the total cost to perform the work outlined in this Request for Proposal (include and identify all taxes and expenses).

Forward the proposal to:

Marion Chamber of Commerce

Annual Dinner Photo Stage Photographer

2305 West Main

PO Box 307

Marion, IL 62959

Email: director@marionillinois.com

Submissions must be received at the Marion Chamber of Commerce office by 4 p.m. Tuesday, October 17, 2017.

The Marion Chamber of Commerce reserves the right to cancel this Request for Proposal for any reason, without any liability to any Agency, or to waive irregularities at its own discretion. The lowest priced proposal may not necessarily be accepted.

Proposals shall be irrevocable until Marion Chamber of Commerce awards this Contract, cancels this Request for Proposal, or a period of ninety-five (95) days has elapsed since the deadline for submission.

