



## **Request for Proposal – Event 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 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, photography and editing.
- The Photographer will be required to photograph all portions of the event 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 event is tentatively scheduled to run from 5-10 p.m.
- The Photographer will arrive before 5 p.m.
- The Photographer will capture the Wine & Spirit Pull, Silent Auction, Business/Industry of the Year display, Coat Check, Registration, Diamond Drop, Entertainment, Social Hour, appetizers, guests, speakers, award winners, dinner, desserts, drinks, catering, etc. A photo of the Board of Directors will possibly be coordinated by the photographer on the stage before, during or after the event.
- 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 Event Photographer

2305 West Main

PO Box 307

Marion, IL 62959

Email: [director@marionillinois.com](mailto: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.

