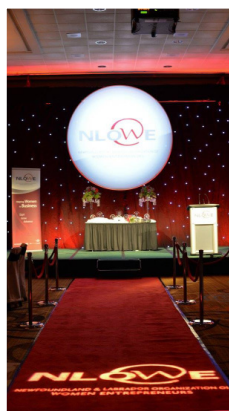




NLOWE 2018
ENTREPRENEUR OF THE YEAR AWARDS
Celebrating women who mean business

Request for Quotes
— Event Photography



October 25, 2018 | Sheraton Hotel Newfoundland, St. John's

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is currently seeking a qualified photographer to shoot and edit event photos for the 2018 Entrepreneur of the Year Awards to be held on October 25th at the Sheraton Hotel, St. John's, NL. The successful bidder is also required to shoot individual photos of six (6) award winners and a group photo of all winners prior to the award ceremony on October 25.

Scope of Work

The photographer will:

1. PHOTO ASSIGNMENT

- Capture individual photos of award winners prior to the award ceremony (NLOWE will provide a location at the Sheraton Hotel) in a format that allows for easy removal of the background (clipping mask creation).
- Attain a group photo of all award winners prior to the award ceremony.
- Photograph award winners, sponsors, attendees and staff during the 2018 Entrepreneur of the Year Awards Gala on October 25, 2018. This will include photographs of presenters and winners while they speak, casual photos of attendees as they network and attend the event, and posed photos of the award winners with their awards.
- Special attention must be given to the award winners in order to ensure excellent individual and group winner photos are captured for use in promotional materials.
- The dates and duration of the photo assignment are as follows:
 - o October 25: 4:00-11:00 p.m.

2. POST PRODUCTION

- Send unedited photos of the Awards Gala to NLOWE by 10:00 a.m. on October 26, 2018 in requested formats.
- Editing of photos as required.
- Deliver finished profile photo of each award winner and award winner group shot by October 31, 2018.
- Deliver finished photos on a flash drive at full resolution within two weeks of the event in requested formats.

Deadline: June 29, 2018

Interested parties are asked to submit:

- Description of experience shooting similar events, as well as ability to deliver;
- Samples of work (online sources ideal)
- Experience and qualifications; and,
- Associated costs.

Instructions for Submission:

- Submissions must be received by **4:00 p.m. on Friday, June 29, 2018**; submitted electronically to: khoddinott@nlowe.org
- Questions will be accepted at: khoddinott@nlowe.org until **12:00 p.m. on Friday, June 8, 2018**. Responses will be posted on www.nlowe.org/news by **4:00 p.m. on June 11, 2018**.
- Successful applicants will be notified no later than **July 20, 2018**.