

## Request for Quotes – Event Photography

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is currently seeking a qualified photographer to shoot and edit event photos for the 2017 Annual Conference to be held on April 5-6, 2017 at the Delta Hotel & Conference Centre, St. John's, NL.

### Scope of Work

The photographer will:

#### 1. Photo Assignment

- Photograph speakers, delegates, board and staff. This will include photographs of speakers while they present, as well as casual photos of delegates as they network and attend conference events.
- The dates and duration of the photo assignment are as follows:
  - April 5: 12:00-4:30 p.m. and 6:30-9:00 p.m.
  - April 6: 8:00 a.m. - 5:00 p.m.

#### 2. Post Production

- Send unedited photos to NLOWE by 10:00 a.m. on April 7, 2017 in requested formats
- Editing of photos as required
- Deliver finished photos on a flash drive at full resolution within one week of the event in requested formats

#### 3. Copyright & Ownership

- Copyright and ownership must rest exclusively with NLOWE

Interested parties are asked to submit a proposal outlining their qualifications by **March 10, 2017**.

## Timeline

Milestone	Date
Release of RFQ	February 22
Deadline for questions	March 2 at 12:00 p.m.
Answers to questions posted ( <a href="http://www.nlowe.org/news">www.nlowe.org/news</a> )	March 3 by 4:30 p.m.
RFQ closing date	March 10 by 4:30 p.m.
Consideration of proposals and award of contract	March 13-17
Conference	April 5-6
Unedited photos submitted to NLOWE	April 7
Finished photos delivered to NLOWE	April 13

Please ensure the proposal includes the following information:

- Demonstrated experience in shooting similar events, as well as ability to deliver
- Samples of work (links to online sources are ideal)
- Three (3) professional references, along with relevant contact information
- Highlight any special features, abilities or add-ons that you can offer
- A detailed quote of your fees

### Instructions for Submission

Proposals must be received by **4:30 p.m. on Friday, March 10, 2017.**

Email your submission to:

Kristy Martell

Director of Programming & Events, NLOWE

[kmartell@nlowe.org](mailto:kmartell@nlowe.org)

1. Questions regarding this RFQ will be accepted at [kmartell@nlowe.org](mailto:kmartell@nlowe.org) until 12:00 p.m. on March 2, 2017 and all responses will be collected and posted on [www.nlowe.org/news](http://www.nlowe.org/news) by 4:30pm on March 3, 2017.
2. By submitting a proposal for consideration, it is understood that you may

be contacted by NLOWE for follow-up and more information on your submission, however; only those applicants selected for further consideration will be contacted.

3. Selection of submission(s) will be based on the experience and qualifications of the photographer, the quality of their work, their ability to deliver, and cost to the organization. NLOWE reserves the right to make the final selection.
4. A decision will be made by NLOWE and the successful applicant notified no later than March 17, 2017.