



Request for Proposal (RFP)
Church Street Festival
Month of Merry

OCTOBER 28

Church Street Festival Committee
www.churchstreetfestival.com

CHURCH BONAVISTA, NL
STREET FESTIVAL

1. BACKGROUND:

This Request for Proposal (RFP) is to solicit proposals from professional photographers to provide photography services to the Church Street Festival Committee for the Month of Merry www.churchstreetfestival.com

The evaluation will be based on the criteria listed herein, and the committee will select the photographer(s) who best represents the Church Street Festival, and who demonstrates the technical and stylistic standards for photography.

2. PROJECT PURPOSE AND DESCRIPTION:

In line with the "month of merry," the "community spirit of Christmas," and our commitment to the "shop local" philosophy that is central to the Church Street Festival, we intend to select a local photographer to help market upcoming CSF Christmas events.

The selected photographer(s) will be responsible for taking a minimum of 20 photos for each event and place:

1. Annual Christmas Tree Lighting & Carolling
2. Smores' Event
3. Handel's Messiah
4. Wreath Making
5. Christmas Markers Market
6. Polar Plunge
7. Sledding on Ryan's Hill *If any snow*
8. The Once and/or Irish Descendants Concert at the Garrick Theatre/Annex
9. General night photos of decorated buildings, displays and streetscape along Church Street, Campbell Street, Ryan's Hill Road etc. Images may include individuals enjoying the season.
10. General day photos of decorated buildings, displays and streetscape along Church Street, Campbell Street, Ryan's Hill Road etc. Images may include individuals enjoying the season.

Please be aware that if an event is cancelled due to unforeseen circumstances, the selected photographer will be scheduled to cover another event in its place.

The selected photographer(s) will:

1. Sign an agreement with Church Street Festival Committee agreeing to the terms of engagement.

2. Arrange the details of shooting each location and event themselves throughout the month, including times and locations.
3. Deliver (or upload) the photos in high resolution to CSF Committee. Cell phone quality images are not acceptable.
4. 5. Complete and deliver all work within the agreed-upon time frame.

All copyright and ownership of the images will belong in perpetuity to Church Street Festival and may be used by Church Street Festival in any medium, at any time without further compensation to the photographer.

The photographer may retain permission to use the photographs as a part of their portfolio and to market their own work, but the images must not be re-sold.

Photographers are expected to carry liability insurance, and Church Street Festival assumes no responsibility or liability for any injury or damage that may occur to you, your property, the business, structure, persons etc. that the photographer (s) are photographing during their work on this project.

All costs included in proposals must be all-inclusive to include travel, any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the organization being contracted. All costs must be itemized to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the selected photographer(s) for this RFP.

3. PROPOSAL GUIDELINES:

The photographer will provide the following in this proposal:

- Name of business and photographer
- Contact information
- Website and social media links
- Years of experience
- Portfolio photographs

The photographer will have the following qualifications:

- A professional presence online and/or business location
- Excellent interpersonal and communication skills
- A good reputation and knowledge of the local business community and events
- Demonstrated excellence in photography style, technique and composition

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE:

Proposals may be submitted electronically to Crystal Fudge (echo@townofbonavista.com) no later than November 4st at 12:00 pm.

We reserve the right to hire more than one photographer per town for these projects. We reserve the right to not award this contract.

For enquiries contact:

Crystal Fudge,

Church Street Festival

95 Church Street, Bonavista, NL

709-468-7747

www.churchstreetfestival.com