



203 South Farwell Street
Eau Claire, WI 54701
Downtown@EauClaireWI.gov
715.839.4914

19 December 2018

2019 Event Photography Request for Proposal

Downtown Eau Claire, Inc. (DECI), a non-profit organization, is seeking to obtain paid services with an experienced photographer for our organization's 2019 events. We are looking to capture photos for our website, social media platforms, collateral materials, and various publications with both candid and posed pictures.

Photography Services

DECI is looking for an experienced photographer to capture the spirit of the events through candid photography and document moments (e.x. awards) through posed photography. Attached to this RFP is a list of events and programs in 2019 that will be required for photography services. Please note the dates and times are approximate and subject to change. Confirmation of times and locations will be supplied as soon as available.

Photographer Requirements

The selected photographer must:

- Submit high resolution jpeg photographs (minimum of 300dpi) and web-ready files, in a timely manner, and in other formats upon request, with rights of ownership to Downtown Eau Claire, Inc.*
- Obtain necessary releases, as necessary, for use of the photographs in publications
- Commit to all dates/events in signed contract
- Work collaboratively with DECI staff

*Photos may be used for photographer's portfolio

Proposal Requirements

Proposals should include

- Brief background of the photographer
- Digital portfolio of work, including event photography;
- Estimation of costs, including whether rate is hourly or by event and if you offer a non-profit rate. DECI can include your logo in our event materials as promotional value to help reduce the cost of you quote.
- Please indicate how the photographs would be sent to DECI and the expected timeframe to receive photos after each event.

Submission and Review Process

Please submit proposals and portfolio information by **Wednesday, January 9, 2019 at 5:00pm** to Ray French, Business Assistance Specialist, ray.french@eauclairewi.gov. Questions regarding this RFP should also be directed to Ray.



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2019 Event Needs for Photography

Date	Time	Event	Location
Thursday, February 21	5:00pm-8:30pm	11th Annual Downtown Eau Claire Awards	The Halls of The Lismore
Saturday, May 11 – Saturday, May 18	Daily, 2 hours (except May 12)	Creative Economy Week Events	Multiple
Friday, June 21 (<i>tent.</i>)	7:00pm-9:00pm	Prex Claires	Multiple
Saturday, June 22 (<i>tent.</i>)	5:00pm-7:00pm	N Barstow District Event	N Barstow District
Friday or Saturday in August (<i>tent.</i>)	5:00pm-7:00pm	West Grand Ave Event	West Grand Ave District
Saturday, August 3	6:00pm-9:00pm	8th Annual Family Night in the Park	Phoenix Park Lawn
Wednesday, August 21	5:00pm-9:00pm	6th Annual A Grand Evening on the Bridge	Grand Avenue Footbridge
Tuesday, October 1	11:30pm-1:00pm	15th Annual Jump-Start Downtown Business Award Luncheon	Royal Credit Union
Saturday, September 14	1:00pm-5:00pm	31st Annual International Fall Festival	South Barstow District
Thursday, October 31	3:00pm-5:00pm	18th Annual Trick-or-Treat in Downtown Eau Claire	South and North Barstow Districts
Friday, December 6	5:00pm-7:00pm	6th Annual Let It Glow!	Phoenix Park and West Grand Ave
Saturday, December 7	1:00pm-5:00pm* *2 photographers needed	18th Annual Christmastime in the City	Pablo Center for Santa visits(1:00-4:00pm
			Haymarket Plaza for event (2:00pm-5:00pm

*Proposals should include contract cost with and without tentative events in June.
Creative Economy Week photography should be budgeted for 7 days, 2 hours each.*