



Request for Proposal for Professional Photography Services

For

The Junior League of Minneapolis

Introduction

The Junior League of Minneapolis, a 501(c)3 non-profit organization, is seeking to obtain paid services with a professional photographer to assist with some of our various events throughout the 2010 and 2011 years. The need is to capture photos for our web site, our Facebook account and various publications with both candid and posed pictures.

Junior League of Minneapolis (JLM) Photography Services overview

The following dates are needed for coverage to take photos at each of these events. Please note the times are approximate and subject to change. We have tried to make them as accurate as possible such that the estimates can be accurate in the proposals. Confirmation of times and locations to be supplied as soon as available:

1. Tuesday September 14, 2010 5:45 p.m.- 9:00 p.m. at The Woman's Club in Minneapolis
2. Date TBD (sometime around Thanksgiving) at Anderson Elementary School in Minneapolis. Time TBD (approximately 2-3 hours)
3. Tuesday December 8, 2010 5:30 p.m.- 9:30 p.m. at TBD location
4. Saturday January 29, 2011 5:30 p.m. – Midnight at TBD location
5. Date TBD (approximately third week in April), Junior League of Minneapolis Impact Day, Location TBD, 5:30 p.m.- 8:30 p.m.
6. Tuesday May 10, 2011 5:30p.m. - 9:30p.m. at location TBD

Projected Timeline

August 2nd RFP issued

August 16th Submissions due

August 31st RFP awarded

By September 13th Contract to be signed to services

September 14th First assignment for JLM

RFP Requirements

Submissions should include a portfolio of work, whether it is through photographer's web-site or other methods to submit examples of work. Preferred photography style is candid and/or event photographs. Having relationships and understanding of process in working with local magazines to submit for publications is a plus. Please indicate if your rate is hourly or by event. As a non-profit organization, if a reduced non-profit rate is available, please indicate this fee.

Lastly, please indicate how the photographs would be sent to the JLM and timeframe to receive photos after each event.

A contract will be signed between The Junior League of Minneapolis and supplier that will outline services required, fees charged and payment schedule.

RFP Submittal Procedure

Please submit proposals and portfolio information to marketing@jlminneapolis.org by midnight Monday August 16, 2010.

RFP Questions

Any questions on this RFP should be directed to the VP of Marketing, Kerry Mahoney, at marketing@jlminneapolis.org.