



Request for Proposal for Professional Photography Services

For

The Junior League of Minneapolis, Inc.

Introduction

The Junior League of Minneapolis, Inc., a 501(c)(3) nonprofit organization, is seeking to obtain paid services with a professional photographer to assist with some of our various events throughout the 2012 and 2013 years. Our organization is looking to capture photos for our website, our Facebook account, and various publications with both candid and posed pictures. This RFP is open to both League members and non-members alike.

Junior League of Minneapolis (JLM) Photography Services Overview

The Junior League of Minneapolis needs coverage for a professional photographer to take photos at each of the following 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 will be supplied as soon as available:

1. Katharine Phelps Award Luncheon – Friday, November 9, 2012, 11 a.m.–1 p.m., The Westin Edina Galleria
2. One Night Fundraiser – Saturday, January 19, 2013, time TBD, Aria at the Jeune Lune
3. Junior League of Minneapolis Impact Day – Date (approximately mid-April, 2013), time and location TBD
4. May General Meeting – Tuesday, May 14, 2013, 6–9 p.m., location TBD

Projected Timeline

August 27 RFP issued

September 10 Submissions due

September 24 RFP awarded

October 1 Contract to be signed to services

RFP Requirements

Submissions should include a portfolio of work, whether through the photographer's website or other methods to provide examples. 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 an advantage. Please indicate if

your rate is hourly or by event. Please indicate if you offer a reduced nonprofit rate. Lastly, please indicate how the photographs would be sent to the JLM and the expected timeframe to receive photos after each event.

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

RFP Submittal Procedure

Please submit proposals and portfolio information to VP Marketing Molly Broman at marketing@jminneapolis.org by midnight Monday, September 10, 2012.

RFP Questions

Any questions regarding this RFP should be directed to Molly Broman at marketing@jminneapolis.org.