

2016 Event Photography Request for Proposal

Stamford Downtown Special Services District, a not for profit business improvement district in Stamford Downtown, is seeking to obtain paid services with a professional photographer to assist with some of our various events throughout 2016. Our organization is looking to capture photos for our website, our Social Media accounts, collateral materials and various publications with both candid and posed pictures.

Stamford Downtown Photography Services Overview

Stamford Downtown Special Services District needs coverage for a professional photographer to take photos at each of the events listed on the following page. Please note the dates and 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.

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. We can offer inclusion of your logo in our event materials as promotional value to help reduce the cost of your quote. Photos and all rights will be the property of Stamford. Please indicate how the photographs would be sent to Stamford Downtown and the expected timeframe to receive photos after each event.

RFP Submittal Procedure

Please submit proposals and portfolio information by Monday, February 8, 2016 at 4pm to

Annette Einhorn, Director of Marketing

annette@stamford-downtown.com

Stamford Downtown Special Services District

Five Landmark Square, Suite 110, Stamford, CT 06901

Fax 203-348-6857

RFP Questions Any questions regarding this RFP should be directed to Annette Einhorn at

annette@stamford-downtown.com. No phone calls please.

Stamford Downtown 2016 Events (as of 1/20/16)

DATE	TIME	EVENT
March – April		Assorted Street and Park Shots for Annual Report
Wednesday, April 20	4:30 pm	Board of Commissioners Photo for Annual Report
Date TBD, mid April	TBD	DSSD Staff Photo
Date TBD, mid April	TBD	Ambassador & Clean Team Photo
Throughout year		Stamford Tables Restaurant Shots as Needed by Retail Department
Saturdays, July -October	9am-3pm	Farmers Market on Bedford at Forest
Late May (date TBD)	TBD	Sculpture upon Arrival if needed
June - August		Sculpture on Street
June (Date TBD)	5:30 pm – 8:30 pm	Sculpture Party
June (Date TBD)	5:30pm – 8 pm	Annual Dinner
Wednesday, July 6	6:30 pm	Jazz Up July 1
Thursday, July 7	5 pm	Alive @ Five 1
Wednesday, July 13	6:30 pm	Jazz Up July 2
Thursday, July 14	5 pm	Alive @ Five 2
Wednesday, July 20	6:30 pm	Jazz Up July 3
Thursday, July 21	5 pm	Alive @ Five 3
Wednesday, July 27	6:30-9 pm	Jazz Up July 4
Thursday, July 28	5 pm	Alive @ Five 4
Thursday, August 4	5 pm	Alive @ Five 5
Wednesday, August 10	5:30 pm	Grand Summer Night
Thursday, August 11	5 pm	Alive @ Five 6
Saturday, Sept 17	10 am – 6 pm	Arts & Crafts on Bedford
Sunday, Sept 18	10 am – 5 pm	Arts & Crafts on Bedford
November (Date TBD)	12 noon	Balloon Training & Press Conference
November (Date TBD)	2:00pm	Operations Team Photo
November (Date TBD)	5:30-9:00 pm (photo at 6:30)	Clown Dress Rehearsal
Saturday, Nov. 21	3 pm – 6 pm	Inflation Party for Parade
Sunday, Nov. 22	12 Noon Step Off	UBS Parade Spectacular
December, Date TBD	TBD	Practice Rappel
Sunday, Dec 6	5 pm	Heights & Lights