

PROPOSAL FOR PHOTOGRAPHIC SERVICES FOR PROM AND/OR DANCES

TO: _____ <i>(Photographer)</i> ADDRESS _____ <i>(No. and Street)</i> _____ <i>(City and State)</i> <i>(Zip)</i>	ATTENTION: _____ FROM: _____ <i>(School)</i> ADDRESS _____ <i>(No. and Street)</i> _____ <i>(City and State)</i> <i>(Zip)</i> <i>(Phone No.)</i> Date Received by School _____
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PLEASE SUBMIT PROPOSAL AS FOLLOWS

(To be filled out by school)

FOR _____ TO BE HELD ON _____ AT _____
(Name of Event) *(Date of Event)*

_____ WITH ANTICIPATED ATTENDANCE OF _____
(Location of Event) *(Estimated attendance)*

PROPOSAL MUST BE SUBMITTED BY _____ FOR THE OPTION SELECTED BELOW:

<input type="checkbox"/> OPTION A Access Fee Photos/Standard Items No Accessories	<input type="checkbox"/> OPTION B Access Fee Photos/Standard Items Accessories
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The following items will be provided, at no charge, by the photographer, according to the school's specifications:

STANDARD ITEMS

- Candid photos for yearbook and/or school newspaper
- Classic background or themed background
Theme: _____
- Faculty Chaperone Portrait Packages (estimated)
- Photo delivery to school site within _____ business days.
- Photos to be mailed to student's homes at _____ additional charge.
- Take home price lists/in-school flyers and posters
- Minimum number of portrait photography stations: _____
- Other

ACCESSORIES

- Commemorative napkins
- Invitations
- Memory books
- Pre-numbered tickets

- Proposals submitted will be evaluated on a mix of factors including price, quality, accessibility, dependability, variety of picture packages and services. Photographer may contact school on or after _____ for evaluation results. After all proposals have been opened, they may be examined by all photographers who submitted proposals.
- Failure to respond to this invitation to submit a proposal, may result in removal of your name from our list of prospective suppliers for future events. If you do not wish to submit a proposal, indicate "No Proposal" on all three (3) pages and sign and return all three (3) pages of this proposal.
- Only the picture packages and "A la carte" photos specified on this proposal may be offered for sale to the students of the above named school. This proposal is for color pictures only unless otherwise specified.
- A photo package may have only one price. If a package has options that can vary the price (i.e., keychains, folders), list each option as a separate package, including the adjusted prices on page 2 of this proposal form.
- Together with this proposal, the photographer must submit one sample photo package, stamped on its back with the photographer's name, address and applicable school year. Quality and sizes of pictures offered for the event must equal the quality and sizes of the sample photo package submitted with this proposal. No presentation is required.

THIS PAGE TO BE FILLED OUT BY PHOTOGRAPHER SUBMITTING PROPOSAL

An ACCESS FEE in the amount of \$ _____ will be provided to the school for the event specified by _____
 (Date)

This date is to be no less than 10 business days prior to the event. No other funds, gifts or incentives will be due to the school nor will be accepted by the school or the event committee members.

PRICES FOR PICTURE PACKAGES

PACKAGE A # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST A _____ EACH	

PACKAGE B # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST B _____ EACH	

PACKAGE C # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST C _____ EACH	

PACKAGE D # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST D _____ EACH	

PACKAGE E # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST E _____ EACH	

PACKAGE F # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST F _____ EACH	

PACKAGE G # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST G _____ EACH	

PACKAGE H # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST H _____ EACH	

PACKAGE I # POSES _____	
NO. OF PRINTS	PRINT SIZE
COST I _____ EACH	

PRICES FOR A LA CARTE PHOTOS

PHOTO SIZE _____
NO. OF PRINTS _____
COST _____

PHOTO SIZE _____
NO. OF PRINTS _____
COST _____

PHOTO SIZE _____
NO. OF PRINTS _____
COST _____

PHOTO SIZE _____
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PHOTO SIZE _____
NO. OF PRINTS _____
COST _____

PHOTO SIZE _____
NO. OF PRINTS _____
COST _____

CERTIFICATION

(To be filled out by photographer submitting proposal)

The undersigned photographer hereby certifies that this proposal is made without any prior understanding, agreement or association with any other firm, or person submitting a proposal for the same photographic services, and monies due the school are disclosed on this proposal, and in all respects the proposal is fair, without collusion or fraud. The photographer agrees to abide by all conditions of this proposal.

NAME OF PHOTOGRAPHER: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

BY: SIGNATURE (ORIGINAL): _____ DATE SIGNED: _____
OF AUTHORIZED REPRESENTATIVE

NAME (TYPED): _____ TITLE: _____
OF AUTHORIZED REPRESENTATIVE

AGREEMENT

(To be filled out by school)

Your firm has been selected to provide photographic services for the event stated on this proposal.
Please contact our school to coordinate services.

(Principal's Name)

(Principal's Signature)

(Date signed)