

2014 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 2014. 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 Tuesday, February 18, 2014 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 2014 Events (as of 1/16/14)

DATE	TIME	EVENT
March – April		Assorted Street and Park Shots for Annual Report
Wednesday, April 16	4:30 pm	Board of Commissioners Photo for Annual Report
Date TBD, late April	TBD	DSSD Staff Photo
Date TBD, late April	TBD	Ambassador & Clean Team Photo
Date TBD, June	5:30 pm – 8:30 pm	Sculpture Party
Throughout year		Stamford Tables Restaurant Shots as Needed by Retail Department
Saturdays, June 1 -October	9am-3pm	French Market on Bedford at Forest
Early June, Date TBD		Benches in Studio
June - August		Benches on Street
Date TBD, June	5:30pm – 8 pm	Annual Dinner
Wednesday, July 9	6:30 pm	Jazz Up July 1
Thursday, July 10	5 pm	Alive @ Five 1
Wednesday, July 16	6:30 pm	Jazz Up July 2
Thursday, July 17	5 pm	Alive @ Five 2
Wednesday, July 23	6:30 pm	Jazz Up July 3
Thursday, July 24	5 pm	Alive @ Five 3
Wednesday, July 30	6:30-9 pm	Jazz Up July 4
Thursday, July 31	5 pm	Alive @ Five 4
Thursday, August 7	5 pm	Alive @ Five 5
Wednesday, August 13	5:30 pm	Grand Summer Night
Saturday, Sept 20	10 am – 8 pm, Live Music 6-9pm (TBD)	Arts & Crafts on Bedford
Sunday, Sept 21	10 am – 5 pm	Arts & Crafts on Bedford
November, Date TBD	12 noon	Balloon Training & Press Conference
November, Date TBD	1:30 pm	Operations Team Photo
November, Date TBD	5:30-9:00 pm Please come at 6:30	Clown Dress Rehearsal
Saturday, Nov. 22	3 pm – 6 pm	Inflation Party for Parade
Sunday, Nov. 23	12 Noon Step Off	UBS Parade Spectacular
December, Date TBD	TBD	Practice Rappel
Sunday, Dec 7	5 pm	Heights & Lights