

**Request for Proposal – Photography & Videography**

**Purpose of Proposal**

The National Association of Women Business Owners (NAWBO) Southern Nevada Chapter gathers each year to recognize women and organizations in our community when we host the Women of Distinction Awards. NAWBO Southern Nevada has hosted the Women of Distinction Awards since 1998 to celebrate the accomplishments of women. The program highlights women whose excellence and dedication sets them apart in their fields and inspires success. We commemorate the achievements of all our nominees at this event.

Women are recognized in the following categories: Rising Star, Glass Ceiling, Entrepreneur of the Year, Arts/Entertainment/Media, Business/Retail/Manufacturing, Corporate/Government Services, Education, Gaming/Hospitality/Convention Services, Medical/Healthcare Services, Philanthropy/Community Service, Professional Services and Real Estate/Construction.

We are seeking beautiful, creative, innovative photography and videography of the finalists, winners, speakers, attendees at this year’s awards at the October 26, 2021 luncheon at Paris Las Vegas Versailles Ballroom.

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| **Company Name:** | Click here to enter text. | **Date:** | Click here to enter text. |

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| **Address:** | Click here to enter text. |

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| **City:** | Click here to enter text. | **State:** | Click here to enter text. | **Zip Code:** | Click here to enter text. |

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| **Phone:** | Click here to enter text. | **Email:** | Click here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| **Woman Owned:** | Click here to enter text. | **Minority Owned:** | Click here to enter text. | **Veteran Owned:** | Click here to enter text. |

**Why should NAWBO select your company**

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| Click here to enter text. |

**Sample Images**

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**References**

Please list three professional references.

***Reference 1:***

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| **Full Name:** | Click here to enter text. | **Relationship:** | Click here to enter text. |
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| **Company:** | Click here to enter text. | **Phone:** | Click here to enter text. |
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| **Address:** | Click here to enter text. | | |

***Reference 2:***

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| --- | --- | --- | --- |
| **Full Name:** | Click here to enter text. | **Relationship:** | Click here to enter text. |
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| **Company:** | Click here to enter text. | **Phone:** | Click here to enter text. |
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| **Address:** | Click here to enter text. | | |

***Reference 3:***

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| **Full Name:** | Click here to enter text. | **Relationship:** | Click here to enter text. |
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| **Company:** | Click here to enter text. | **Phone:** | Click here to enter text. |
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| **Address:** | Click here to enter text. | | |

**Proposed Costs**

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| **Cost:** |  | Click here to enter text. |
|  |  |  |  |  |
| **Please detail what is included in your services: (# of photographers, # of images, etc.)** |  | Click here to enter text. | | | |
| **Payment Requirements Deposit and Terms:** |  | Click here to enter text. | | | |

**Other Questions:**

|  |  |  |
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| **Video/photo proofs submitted by?** |  | Click here to enter text. |
|  |  |  |  |  |
| **Final video and photo proofs submitted by?** |  | Click here to enter text. | | | |
| **Does your quote include touch-ups and/or editing? Please be specific with what is included.** |  | Click here to enter text. | | | |

**Timeline of RFP**

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| --- | --- |
| * 6/30/21: RFP Date Release * 7/9/21: RFP Questions Due * 7/30/21: RFP Submittal Date * 8/23/21: RFP Award Date * 9/1/21: Contract Execution Date | * 9/1/21: NDA Execution Date * 9/15/21: Deposit Date * 10/26/21: WODA Event |

**Intellectual Property Rights**

To the extent permitted by law, all works created by the successful vendor(s) under this RFP shall be the exclusive property of NAWBO and shall be deemed “work made for hire” under the United States Copyright Act. The successful vendor(s) agrees to execute any documents reasonably required by NAWBO to evidence NAWBO’s exclusive ownership of the work products, and all intellectual property rights therein.

Photographers will coordinate with NAWBO to ensure permissions of subjects.

**Business License**

You must submit a copy of your current business license with the RFP.

**Insurance**

Awarded company must submit a copy of the company’s insurance coverage for liability and worker’s compensation. If company is owner operated and does not have insurance, no worker’s compensation is required, but liability coverage is still required.

**Photo Requirements and Deliverables**

NAWBO will receive all raw image files and one edited uncompressed jpeg format for each photograph. NAWBO retains the right to alter any final images to meet specific needs of size, resolution or crop ratio as required by specific applications and uses. The selected vendor will not add or embed photos with branding captions or watermark signature on image files provided to NAWBO. (OR ALLOW THEM TO ADD THEIR LOGO?)

Full resolution digital images will be uploaded to TEAMS or another online sharing secure link with full usage rights and ownership. Images captured by the selected vendor will be added to NAWBO’s photography archive. Photographer credit will be provided as appropriate.

**Video Requirements and Deliverables**

NAWBO will receive all raw film files and final video files for the event. NAWBO will also receive an edited file for each speaker and winner. NAWBO retains the right to alter any final videos as required by specific applications and uses. The selected vendor will not add or embed film with branding captions or watermark signature on film files provided to NAWBO.

Video files will be uploaded to TEAMS or another online sharing secure link with full usage rights and ownership. Images captured by the selected vendor will be added to NAWBO’s photography/video archive. Videographer credit will be provided as appropriate.

***I certify that my answers are true and complete to the best of my knowledge.***

**If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** | Click here to enter text. |

Please submit this RFP and all required documents and samples (if applicable) to WODA@NAWBOSNV.org.