

SEDALIA PARKS & RECREATION DEPARTMENT

BID FORM SPECIAL EVENTS PHOTOGRAPHER



BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PHOTOGRAPHER SPECIFICATIONS:

- Must be present at the following event dates:
 - St. Patties Day Pageant: March 14th, 2018 at 5:30pm
 - Breakfast with Bunny: March 24th, 2018 at 8am
 - Daddy & Me Date Night: April 21st, 2018 at 5:30pm
 - Mother Son Date Night: May 11th, 2018 at 5:30pm
 - 4th of July Pageant: July 28th, 2018 at 5:30pm
 - Volunteer Appreciation Banquet TBD
 - Grandparents Day Brunch: September 8th, 2018 at 9:30am
 - Little Miss Christmas Pageant: December 5th, 2018 at 5:30pm
 - Breakfast with Santa December 8th, 2018 at 8:30am

BID SPECIFICATIONS:

- **Photographer must be present at all of the events listed above.** If the photographer is not able to be present at an event due to an emergency, the photographer will notify Savannah Chambers schambers@sedaliaparks.com or by phone as soon as possible.
- Sedalia Parks and Recreation will be responsible for payment at all events ***EXCEPT*** pageants. Pageant participants will pay for their prints directly to the photographer.
- Set up and clean-up will be the photographer's responsibility.
- Sedalia Parks and Recreation has access to decorations upon the photographer's request.
- Sedalia Parks and Recreation will receive printing rights for all photos taken at the events. All photos will be sent to Sedalia Parks and Recreation within two weeks of the completed event. Photos ***DO NOT*** need to be edited.
- The City of Sedalia Parks & Recreation Department reserves the right to reject any or all bids and waive defects in bids.

	Yes	No
Are you able to do instant prints?	_____	_____
Do you have access to a photobooth?	_____	_____
Will you provide your own backdrop supplies?	_____	_____
Do you have a business license for Sedalia?	_____	_____
Do you charge a setup fee?	_____	_____

BID INSTRUCTIONS:

Bid quotes may be turned in via:

Fax: (660) 826-3044

Mail: 1500 W. 3rd St., Sedalia MO 65301

Email: schambers@sedaliaparks.com -PREFERED

Bid quotes are accepted until 5:00 p.m. on Thursday, January 25th 2018.

BID AMOUNT (per event):

Instant Print \$\$ Per Photo Printed	\$ _____
Sitting Fee	\$ _____
Other Fees (please explain)	\$ _____
Bid Amount	\$ _____

**Please list the amount you would charge per event. If you lump all the events together, please note that is the bid for all of the events listed above.*