

## **Request for Proposals Hybrid Photography and Videography Services**

**Issued By:** St. John's Sports and Entertainment Ltd.

**Date Issued:** April 2<sup>nd</sup>, 2025

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**Introduction** St. John's Sports and Entertainment Ltd. (SJSEL) invites professional photographers and videographers to provide photography and/or videography services for varied concerts, sporting events, conventions, special events, programs, and promotions at Mary Brown's Centre (MBC) and St. John's Convention Centre (SJCC). This is a non-exclusive opportunity, and selected vendors will form part of a roster to meet the varied needs of our venues and clients. Roster will be shared with venue clients as requested.

**Objective** To inspire and engage creative professionals who can bring bold, imaginative ideas to the table and produce vibrant, high-quality visual content for a diverse range of events and spaces. Whether it's the electrifying energy of a concert, the fast-paced action of a sports game, the sophistication of corporate events, or the charm of community celebrations, we want professionals who can encapsulate the unique experiences of our patrons.

At St. John's Sports and Entertainment, we are all about creating exceptional experiences—for every guest, every time. Your work will play a key role in amplifying the magic of our venues before, during, and after events.

The selected vendors will collaborate with SJSEL's marketing and events teams to craft compelling visuals that tell the story of our venues, elevate our brand, and captivate our audiences.

### **Scope of Work**

#### **1. Event Photography and Videography:**

- Capture dynamic images and video footage during events.
- Provide a mix of candid and posed shots, as well as action shots where applicable. Shots should vary between artist(s)/performer(s), patrons and/or staff, and spaces, depending on the event.
- Adhere to venue, organizer, tour and promoter restrictions and instructions as communicated by SJSEL.

#### **2. Post-Production:**

- Deliver high-resolution, edited images and videos in a timely manner, use of which is unrestricted by SJSEL. Minimum product requirements to be determined per event in collaboration with vendor.
- Include color correction, retouching, and audio balancing as required.

#### **3. Brand Alignment:**

- Ensure all content aligns with the SJSEL brand guidelines and reflects the unique atmosphere of each venue.

## **Vendor Requirements**

- Proven experience in event photography and videography.
- Strong portfolio showcasing relevant work.
- Ability to work under tight deadlines and adapt to various event environments.
- Excellent communication and collaboration skills.
- Comprehensive knowledge of copyright and intellectual property rights to ensure content ownership by SJSEL.
- Proof of insurance.

## **Proposal Submission Requirements**

1. **Company Profile:**
  - Overview of your business, including years of experience and areas of specialization.
2. **Portfolio:**
  - Examples of previous work relevant to event photography and videography.
3. **Pricing Structure:**
  - Hourly rates and/or package options for photography and videography services.
  - Post-production rates and any additional costs.
4. **Availability:**
  - Indicate your general availability and turnaround times for project deliverables.
5. **References:**
  - Provide at least two professional references from recent clients if available.
6. **Insurance Documentation:**
  - Proof of insurance.

## **Timeline**

- RFP Issued: April 2, 2025
- Submission Deadline: April 30, 2025

**Submission Instructions** Proposals and questions may be submitted via email to [lpilgrim@sjsel.ca](mailto:lpilgrim@sjsel.ca) with the subject line: "Photography/Videography Services Proposal – [Your Company Name]".