



Request for Proposal for
Digital Photography Services

Issued: August 16, 2018

Contact Person: Jen Henriquez

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Phone: 718-522-4696

Proposals accepted until: September 7, 2018

Submit Proposals electronically to: Jen Henriquez, jen@dancewave.org

Request for Proposals:

Dancewave is soliciting proposals for professional photography services for an annual slate of events and programs.

Individuals or organizations with demonstrated experience in dance and event photography must provide a letter of interest, evidence of qualifications, references and rates in order to be considered.

Selection will be based on the following criteria: Overall quality of work; Rates and any additional fees; and Timeliness.

Background:

Dancewave is the dance education nonprofit that focuses on the development of the whole person through a dance experience accessible to all. Our unique model combines rigorous training with artistic integrity, and access for all, in a supportive environment. Students are mentored by accomplished dance professionals, which allows for personal growth as well as superior dance education. Dancers have the opportunity to join our pre-professional dance companies, where they gain technical proficiency and self-confidence through training, rehearsals, and performances.

Dancewave brings together a diverse community of young people through dance education and performance. We believe that dance provides a forum for meaningful, positive exchange between kids of all backgrounds and cultures. Since its inception in 1995 by Diane Jacobowitz, Artistic/Executive Director, Dancewave has created programs that are challenging and artistically substantial, and which address young people's needs for individual achievement and group identity. Our pre-professional dance education and performance training programs offer young people a rare combination of high-level artistic integrity, educational rigor, and nurturing support.

Scope of Work:

Schedule will run from October 2018-August 2019 and consist of the following events:

Required:

- October 13, 2018 *Dancing Through College & Beyond*
 - 1-5pm: Event shots (college fair, peer discussions, panel discussions, 6:30-7:30pm: Performance shots (college dance performances, stage lighting)
- October 14, 2018 *Dancing Through College & Beyond*
 - 2-4pm: Event shots (audition prep, master classes)
- December 8 or 9, 2018 *Winter Performances*
 - 5-6:30pm: Performance shots (high school pre-professional company dancers, no stage lighting)
- April 10 or 17, 2019 *Dancewave Gala*
 - 6pm-10pm Event shots (ambience, VIPs and guests, honorees); Performance shots (high school pre-professional company dancers, no stage lighting)

- May 16, 2018 *Spring Season*
 - 6-9pm Performance shots during tech rehearsal (high school pre-professional company dancers, stage lighting)
- June 7-8, 2018 *Grand Opening of The New Dancewave Center*
 - Performance shots (outdoor, site specific performances in Downtown Brooklyn/Gowanus neighborhood)
 - Event shots (for example, grand opening party, performances, ribbon cutting/dignitary speeches)

Additional 1-2 hour shoots (optional, dates TBD/flexible):

- Dance Classes in schools & studio (ideally November, May)
- Preprofessional Showing & Alumni event (January)
- Summer Programs in studio (July-August)

It is the photographer's responsibility to provide Dancewave with select high quality, high resolution imagery upon completion of each event.

Terms:

The photographer will be contracted for each event individually and have the first right to refuse the contract for any given date should there be a scheduling conflict.

Dancewave retains all rights to, and unrestricted use of, all imagery acquired during a contracted assignment. Contractors retain the right to use the imagery for the promotion of their business, but may not transfer rights, share imagery with a third party, or resell any imagery acquired during assigned hours without the expressed written consent of Dancewave.

The contractor will provide invoices for each assignment by or before the last day of the month in which services are rendered. Payment is processed according to Dancewave's accounts payable schedule.

Submittal Requirements:

Proposals will be evaluated on the following criteria:

- Quality of work: captivating imagery of dance and community events, dance class/student life. Bidders should include a minimum of 20 images that reflect Dancewave's brand.
- Rates and fees: Shooting fees and any additional fees (post-production, editing, travel, equipment rental)
- Timeliness: Ability to turn around imagery as needed to meet news, social and other deadlines.
- Caliber/Availability of Equipment: Bidders should include a list of all equipment.

Interested photographers should submit their proposal digitally to: jen@dancewave.org. Portfolios must be provided via link. All submittals will be screened for completeness of information to the above guidelines.

Signatures: Proposals should be signed by a legally authorized person.

Questions: Questions regarding this RFP may be directed to Jen Henriquez at jen@dancewave.org, 347-268-9754.

Rejection of Proposals: Dancewave reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. Dancewave is not obligated to pay any costs incurred by the bidder in the preparation and submission of a proposal. Submission of an RFP does not obligate Dancewave to accept or contract for any expressed or implied services.

Contract Award: Dancewave shall not be bound or obligated until both parties have executed a vendor contract. The bidder selected will be expected to enter into a contract with Dancewave.