



KAMLOOPS CHAMBER OF COMMERCE & TD

**BUSINESS
EXCELLENCE
AWARDS '16**

Celebrating 30 Years

REQUEST FOR EXPRESSION OF INTEREST
2016 BEA PHOTOGRAPHY SERVICES

Gala Event

October 22, 2016



REQUEST FOR EXPRESSIONS OF INTEREST

The Kamloops Chamber of Commerce Business Excellence Awards is proud to be celebrating our 30th anniversary in 2016. Long considered to be *the* premier business event of the year, the Business Excellence Awards are a high profile, prestigious accomplishment for Kamloops businesses. The purpose of this RFE is to secure the services of a photographer for the 2016 event.

ELIGIBLE BIDDERS

Current Kamloops photographers who have at least 2 years' experience and expertise in the photography industry are invited to respond.

SUCCESSFUL BIDDER RESPONSIBILITIES

The successful bidder will be required to:

- ★ Work in conjunction with the Kamloops Chamber of Commerce Events Coordinator on all photography details, for all Business Excellence Awards events including the Finalists Announcement and Awards Gala.
- ★ Bring a secondary photographer to be stationed at a secondary photo area at the Awards Gala.
- ★ Work with the décor company on design elements of the photo area at the Awards Gala.

SUBMISSION GUIDELINES

All submissions must contain the following information in as much detail as possible on a maximum of two pages per photographer, to a maximum of four pages:

- ★ Company name, contact details & history.
- ★ Brief statement describing why both photographers would like to be part of the Business Excellence Awards program.
- ★ Overview of 3 events/organizations that you/your business has provided photography services for in the past two years. Please include 2—3 digital pictures of these events, separate from the two-page submission for each photographer's portfolio.
- ★ Two references, including contact information, for each photographer.
- ★ Any additional services/products that you/your business may wish to offer.

Please note: The Kamloops Chamber of Commerce is a not-for-profit organization and as such has a limited budget for the outlined photography services. The Chamber will offer \$700.00 to the successful photographer plus acknowledgment as a Select Sponsor (see the following page for benefits associated with this sponsorship level).

SCORING SYSTEM

All submissions will be scored by the Awards Committee based on the following scoring system:

Statement on why interested	10
Past event examples	25
Past photography examples	25
History of Company/Portfolio	15
References	15
Kamloops Chamber of Commerce Member	10
TOTAL POINTS	100

SERVICES REQUIRED

1. FINALISTS ANNOUNCEMENT

Date: September 8th, 2016

Location: Kamloops Ford Lincoln

Details:

- Photography services for event (list of required photos to be determined).
- Digital files (web versions) of all photos taken at event to be submitted to the Chamber.

2. AWARDS GALA

Date: October 22nd, 2016

Location: Coast Kamloops Hotel & Conference Centre

Attendees: 400—500

Details:

- Set up of photo area (working with décor sponsor to incorporate theme).
- Photography services for event including, but not limited to, the following shot list:
 - Room set-up prior to attendee arrival
 - Arrival shots of attendees at secondary photo area
 - Room filled with attendees
 - Sponsored areas throughout the venue including speciality bar, entertainment, appetizers etc. A list will be provided.
 - Attendee photos (with themed props), available throughout the evening in the primary photo area
 - Award winner(s) with award sponsor(s)
 - Award winner group photo
 - Fun photo of all award winners at end of evening, if desired.
- Delivery of 2—5x7 printed photos of each award winner (34 in total) by a date agreed upon with the Chamber.
- Cropped and print-ready photos for newspaper announcement.
- Digital copies of all photos taken during the event, delivered by a date agreed upon with the Chamber.
- Inform guests of how to obtain photos

SELECT SPONSOR BENEFITS

PRE & POST GALA BENEFITS

- ★ Recognition by emcee at the Finalists Announcement event
- ★ Company logo or name, with hyperlink, listed on the Kamloops Chamber website's BEA event page
- ★ Company logo or name listed on signage displayed at all Chamber events leading up to the gala
- ★ Recognition in the post-event thank you ad
- ★ Photo credit given for all photos

GALA EVENT BENEFITS

- ★ Company logo or name listed in gala program
- ★ Company logo or name portrayed in the gala PowerPoint presentation
- ★ Company name mentioned on stage by emcee
- ★ Company logo or name listed on signage displayed at the gala

NOTE: Two small meal will be provided at the photo area during the dinner hour.

SUBMISSION DEADLINE

Proposals must be received in the Kamloops Chamber of Commerce office by **4:00PM on Friday, July 8 2016**

Please submit proposals to Acacia Schmietenknop, Events Coordinator via email, mail, or in person:
events@kamloopchamber.ca | Kamloops Chamber of Commerce, 615 Victoria Street, Kamloops BC, V2C 2B3

NOTE: Proposals will be evaluated by the Chamber Awards Committee and the successful candidate will be notified of the committee decision by July 29, 2016.

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Acacia Schmietenknop | Events Coordinator
Kamloops Chamber of Commerce

250.372.7722 | events@kamloopschamber.ca | kamloopschamber.ca