



Request for Proposal – Event Photography 2024

Stamford Downtown Special Services District, a not-for-profit business improvement district in Stamford Downtown, is seeking to obtain paid services with a professional photographer to assist with some of our various events throughout 2024. Our organization is looking to capture photos for our website, our Social Media accounts, collateral materials and various publications with both candid and posed pictures.

Stamford Downtown Photography Services Overview

Stamford Downtown Special Services District needs coverage for a professional photographer to take photos at each of the events listed on the following page. Please note the dates and times are approximate and subject to change. We have tried to make them as accurate as possible such that the estimates can be accurate in the proposals. Confirmation of times and locations will be supplied as soon as available.

Submissions should include a portfolio of work, whether through the photographer's website or other methods to provide examples. Preferred photography style is candid and/or event photographs. Please indicate if your rate is hourly or by event. Please indicate if you offer a reduced nonprofit rate. We can offer inclusion of your logo in our event materials as promotional value to help reduce the cost of your quote. Photos and all rights will be the property of Stamford. Please indicate how the photographs would be sent to Stamford Downtown and the expected timeframe to receive photos after each event.

RFP Submittal Procedure

Please submit proposals and portfolio information by Tuesday, February 20, 2024 at 4pm via email to Annette Einhorn, Senior Director of Marketing

annette@stamford-downtown.com

Stamford Downtown Special Services District

RFP Questions Any questions regarding this RFP should be directed to Annette Einhorn at annette@stamford-downtown.com. No phone calls please.

Stamford Downtown Special Services District

Five Landmark Square, Suite 110, Stamford, Connecticut 06901, Tel 203-348-5285 Fax: 203-348-6857 stamford-downtown.com

Stamford Downtown 2024 Events (as of Jan 29_Draft Only Not Finalized)

DATE	TIME	EVENT
All Year		Street/Park Shots/Lighting Shots/Planters/Trees/Spring/Summer/Fall/Winter Take photos seasonally
Wednesday, April 17	4:00 pm	Board of Commissioners for Annual Report
Wednesday, April 17	3:30 pm	DSSD Staff Photo for Annual Report
TBD Mid April	TBD	Ambassador & Clean Team Photo
Throughout Year	TBD Jackie & Annette	Restaurant & Retail Shots
Retail Events (Dates TBD)	TBD Jackie	Retail Events
Wednesday, April 17	10am-1pm	Touch-A-Truck
May through September 2024 (Dates TBD)	TBD Kate	Placemaking Events (Latham Park, Heritage Park, Veteran's Park) Music, Exercise, Chess, Trivia, Painting
June - August		Sculpture on Street
Saturday, June TBD	1-4pm	Brews on Bedford, Latham Park
Sunday, June TBD	11am-3pm	Bark in the Park, Latham Park
Saturday, June TBD	10 am – 6:30 pm	Arts & Crafts on Bedford #1
Saturdays, June TBD –October TBD	9am-3pm	Farmers Market, Veteran's Park
Tuesday, June TBD	5:30pm – 8 pm (time to be confirmed)	Annual Meeting & Cocktail Party
Thursday, July 11	5 pm	Alive At Five 1, Mill River Park
Wednesday, July TBD	7:30 pm	Stamford Dances Downtown in Mill River Park
Thursday, July 18	5 pm	Alive At Five 2, Mill River Park
Wednesday, July TBD	7:30 pm	Stamford Dances Downtown in Mill River Park
Thursday, July 25	5 pm	Alive At Five 3, Mill River Park
Thursday, August 1	5 pm	Alive At Five 4, Mill River Park
Saturday, September TBD	10 am – 6:30 pm	Arts & Crafts on Bedford #2
Date TBD (September or October)	3-5:30pm	WineFest on Bedford, Latham Park
November (Date TBD)	5:30-9:00 pm (photo at 7:30)	Clown Dress Rehearsal
Saturday, Nov. 23	3 pm – 6 pm	Inflation Party for Parade
Sunday, Nov. 24	12 Noon Step Off	Stamford Downtown Parade Spectacular
TBD Probably Fri., Dec. 6	Early morning	Practice Rappel
Sunday, Dec 8	5 pm	Heights & Lights