



Request for Proposal – Event Photography 2025

Request for Proposal (RFP) for Photography Services Issued by: Stamford Downtown Special Services District

Introduction

Stamford Downtown Special Services District, a not-for-profit business improvement district, is seeking proposals from professional photographers to provide paid photography services for various events throughout 2025. The goal is to capture high-quality images for use on our website, social media accounts, collateral materials, and various publications. Both candid and posed photography styles are required.

Scope of Services

The selected photographer will provide coverage for the events listed on the attached schedule. Please note that the dates and times are approximate and subject to change. Additional events may be added throughout the year. Final confirmation of event details, including times and locations, will be provided as they become available.

Services required:

- Event photography, both candid and posed.
- Delivery of high-resolution photos suitable for digital and print use.
- Photos and all rights will be owned by Stamford Downtown.

Submission Requirements

Proposals should include the following:

1. Portfolio of Work

- Provide examples of relevant work through your website or other methods. The preferred photography style is candid and event photography.

2. Rates

- Specify whether rates are hourly, by event or annual contract.
- Indicate if a reduced rate is available for nonprofit organizations.

3. Value-Added Services

- If applicable, include details of promotional value (e.g., inclusion of your logo in event materials) to reduce costs.

4. Photo Delivery

- Describe the method of delivering photographs (e.g., online gallery, file-sharing service).
- Specify the expected timeframe for delivering photos after each event.

Event Schedule

A detailed list of events, including approximate dates and times, is included in the attachment. These estimates are provided to assist in the preparation of accurate proposals.

Submission Deadline

Proposals must be submitted by Monday, February 10, 2025 at 4pm via email to annette@stamford-downtown.com.

Evaluation Criteria

Submissions will be evaluated based on:

- Quality of work (as evidenced by the portfolio).
- Cost-effectiveness of the proposal.
- Demonstrated ability to meet project requirements and deadlines.

Contact Information

For inquiries and proposal submissions, please contact:

Annette Einhorn, Senior Director of Marketing

annette@stamford-downtown.com

Stamford Downtown Special Services District

5 Landmark Square, Suite 110, Stamford, CT 06901

Any questions regarding this RFP should be directed via email. No phone calls please.

Stamford Downtown 2025 Events (as of Jan 13 Draft Only Not Finalized)

DATE (All Dates Below are Tentative & will be confirmed once finalized)	TIME	EVENT
All Year		Street/Park Shots/Lighting Shots/Planters/Trees/Spring/Summer/Fall/Winter Take photos seasonally
Wednesday, March 19	4:00 pm	Board of Commissioners for Annual Report
Wednesday, March 19	3:30 pm	DSSD Staff Photo for Annual Report
TBD March	TBD	Ambassador & Clean Team Photo
Throughout Year		Restaurant & Retail Shots
Retail Events (Dates TBD)	TBD	Retail Events
DATE TBD	10am-1pm	Touch-A-Truck
May through September 2025 (Dates TBD)	TBD	Placemaking Events (Latham Park, Heritage Park, Veteran's Park) Music, Exercise, Chess, Trivia, Painting
May 20, 21 or 22	TBD	Photos of 26 Pigs in Artist Studio
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
Summer Date TBD	TBD	Orchestra Lumos in Veterans 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. 22	3 pm – 6 pm	Inflation Party for Parade
Sunday, Nov. 23	12 Noon Step Off	Stamford Downtown Parade Spectacular
Sunday, Dec 7	5 pm	Heights & Lights
OTHER DATES WILL BE ADDED TO SCHEDULE THROUGHOUT 2025		