



1111 S. Abilene Ct., Aurora, CO 80012
800.338.9337

PHOTOGRAPHY SERVICES REQUEST FOR PROPOSAL

The Enlisted Association will be hosting our 55th National Convention in Ft. Walton Beach, Florida in 2018. The event will take place at the ISLAND, by Ramada (formerly known as The Ramada Beach Resort). We are interested in receiving bids for the following services:

- Tuesday, September 18th, 2018: 5:30 PM – 8:30 PM – photos of President’s Reception, in suite. (5:50 – 6:00PM). Photos to consist of TREA National President and special Guests, to include the Mayor of Ft. Walton Beach. Followed by photos of the Opening Ceremony (6:00 – 7:30PM) to include Color Guard & guest Speaker, followed by candid photography of the Welcome Reception (7:30-8:30PM)
- Wednesday, September 19th, 2018: 6PM – 7/8:00PM: President’s Dinner: an outdoor (on the patio) Seafood Boil with DDJ & Dancing --- candid membership shots and couple photos. A Fun event.
- Thursday, September 20th, 2018: noon -2:00PM, Award luncheon: event photos, making sure to capture individual award recipients Staged and candid.
- Friday, September 21st, 2018: BOD/Staff photos – Group and Individual w/flag backdrop. 4 groups/35-38 individuals. Lighting & backdrop to be furnished by photographer.
- Friday, September 21st, 2018: 5:00PM – 9:00PM: Photos of Presidential Reception (in suite), followed by the Installation Banquet at 6:00PM. Photos to include couples, guests, candid, head table, POW/MIA ceremony.

Approximately 500 photos are expected – capturing as many TREA members as possible. Special Guest and Dignitaries are extremely important as is Board and Committee Members of all entities (detailed information and directives will be provided upon the awarding of the contract). The winner of this contract must be able to meet with me, in person on Monday, September 17th to review specific details and iron out any issues.

All photos will be presented to TREA: The Enlisted Association on a flash drive or through direct download within 30 days of the event.

All photos taken under this agreement will be the sole property of TREA: The Enlisted Association and no other fee shall otherwise be imposed for the display and or utilization of any said photo, or group of photos and can only be done so with the expressed permission of said organization.

To be eligible for this contract, you must be licensed and insured.

Please respond in writing (e-mail is acceptable) with your total bid. The event is all-encompasses and events cannot be broken out.

Deadline for consideration is May 30th, 20-18.

Note to all TREA Members – We would be happy to consider your bid for this contract; however, please keep in mind that it may interfere with your ability to attend as a delegate as your photography services will be required at various times throughout the event and may interfere with business meetings, and social events.

Thank you for taking the time to respond to this request.

Debbie Osborne
Director for Operations
dosborne@trea.org