



**Scotiabank Hockey Day in Canada  
Local Organizing Committee  
Seeking Photographers**

**Item #1: Pre-Event Photography**

Approximately 20-25 original high resolution images of Corner Brook and the Western Region that showcase the region from a tourism and sports/adventure tourism perspective to be used for subsequent marketing and promotion (these images will be subject to the approval of the SHDIC Local Organizing Committee). And may be used in other publications without permission

- Required no later than 5:00pm Friday October 13, 2017:
  - 2 copies of high resolution images on DVD; and
  - 2 copies of high resolution images on USB keys (flash drives).

**Photography Technical Requirements:**

- Images will be a minimum of 300 DPI, and provided in jpg, tiff and/or eps file formats; and
- For Pre-Event requirements, the photographer will be expected to be in contact with the SHDIC Local Organizing Committee contacts throughout all phases of project execution, meeting as needed in person and by phone or email and providing weekly written progress reports.

**Ownership:** It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Request belongs solely and exclusively to the City of Corner Brook. As such, all photographs, both pre-event and event and the video will be delivered to the City of Corner Brook and the SHDIC Local Organizing Committee on a royalty-free basis, to be owned exclusively by the City of Corner Brook at no additional cost in perpetuity for any use it deems appropriate, without limitation or obligation to the service provider, photographer or video producer.

**Please provide the following:**

1. Cover Letter: With name, address, phone number, and e-mail address of the contact person;
2. Company/Individual's Information: Including background information and comprehensive listing of all services you will provide. If partnering with any 3rd parties to provide the services requested, please provide the names of proposed partners;
3. References: Three client references for the company;
4. Samples: examples and samples of past projects, preferably of a similar size and scope to this project, and in a style similar to what you would recommend for this project;
5. Rates: Standard hourly billing rates (indicate working hours each day, as all may not be required); and
6. Budget: Proposed budget for each item separately as all may not be chosen, included suggested work plan, and a breakdown of fees for professional services, hours, out-of-pocket expenses, and taxes that would cover the full scope of services.

Please submit submissions to [shdicchair@outlook.com](mailto:shdicchair@outlook.com) or [agreen@cornerbrook.com](mailto:agreen@cornerbrook.com) no later than 5:00 pm Sept 20, 2017.

If you have questions, you may direct them to Bruce Keating, Chair, SHDIC Local Organizing Committee, by email at [shdiccbchair@outlook.com](mailto:shdiccbchair@outlook.com) or by calling 709.632.7880.