



REQUEST FOR PROPOSAL (RFP) PHOTOGRAPHER FOR PROFESSIONAL HEADSHOTS

The San Antonio Botanical Garden is requesting proposals from photographers interested in providing their services for capturing and producing outdoor professional headshots.

The professional headshots will be taken of at least but not limited to three (3) executives onsite at the Garden from in a date and time mutually agreed upon in late February or early March 2022.

Respondents must be able to provide the following:

- Professional photographer with demonstrated expertise in corporate headshots.
- Digital portfolio of prior headshot work samples.
- Set-up and staging of outdoor portraits in natural lighting conditions, additional lighting gear is permitted, but power outlets are not guaranteed in all areas of the Garden.
- Camera(s) and other photography equipment required for the capturing, processing, and delivery of digital photographs.
- Staff assistant(s) to assist as needed.
- Courteous and professional interaction with Garden staff and executives.
- Capture images onsite, and to allow participants to preview images to select 1 to 3 images for further post-production and editing.
- Retouch and deliver selected headshots in digital format for website and other screen-based uses.

The contract from the selected Photographer must contain language releasing all copyright to the individual portrayed in the image at NO additional fee.

Please complete the following and attach separate addendums as needed.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Submit this form with any attachments and supporting materials via email to marketing@sabot.org.

Submissions should be received by February 25. Preference will be given to photographers who are available to complete the assignment at an earlier date.

Request For Vendor Suggestions/Creativity:

The San Antonio Botanical Garden selection committee is open to ideas and suggestions presented in proposals.

Criteria for Evaluating Proposals:

1. Project requirements met
2. References with similar customers
3. Types & delivery of products (available in digital format; delivered via file transfer, CD, etc.)
4. Pricing – Pricing may be hourly or set-price per person photographed
5. Availability on required dates
6. On-site capabilities
7. Evidence of current liability insurance

As part of the selection process, photographer's responding to this RFP are asked to provide evidence of prior experience in photographing individuals for professional or corporate headshots in a similar setting. References from prior events are encouraged.

Selection of Photographer will be made by the San Antonio Botanical Garden will be relayed to submitters by February 28.

Thank you for your interest.

About San Antonio Botanical Garden

The mission of the San Antonio Botanical Garden is to inspire people to connect with the plant world and understand the importance of plants in our lives. The San Antonio Botanical Garden features 38 acres of nature spaces located deep in the heart of San Antonio. Monday – Thursday admission to the Garden is \$16 adults; \$14 students and military; \$13 children age 3-13; \$3 Museums for All (with SNAP or WIC EBT card and valid ID). Friday – Sunday admission is \$16 adults; \$14 students and military; \$12 children age 3-13; \$3 Museums for All (with SNAP or WIC EBT card and valid ID). San Antonio Botanical Garden is located at 555 Funston Place at North New Braunfels. The Garden is open year-round except Thanksgiving, Christmas and New Year's Day. For more information, visit www.sabot.org or call 210.536.1400.

