**Request For Proposals - Photography**

NJMEA is seeking proposals for the photography of the events listed below for the 2024-25 school year. The Executive Board of NJMEA will be awarding these proposals at their September 10, 2024, Executive Board meeting. **The deadline for proposal submission is Friday, September 6, 2024.**

**Background**

The New Jersey Music Educators Association (NJMEA) is the association that oversees the organization of the All-State Performing Ensembles for the music students of the state. These ensembles include 2 HS bands - wind ensemble and a symphonic band, 2 HS choirs – mixed and treble, 3 elementary and middle school choirs, 2 orchestras - HS orchestra and intermediate orchestra and 2 jazz ensembles - jazz band and jazz choir. The visual documentation of these ensembles is an integral part of the All-State experience for our students.

**Services Required**

1. Offer the purchase of a group photo only, with a choice of a minimum of 2 sizes – 8 x 10 and 11 x 14.
2. Offer a package that includes a group photo and any candid photos that you take of the student.
3. Shipping and handling is to be added on as an extra cost, with the price of the photograph(s) listed individually.
4. A complimentary 8 x 10 group photo will be given to the conductor and manager(s) of each ensemble, as well as the NJMEA performance chair, with the total number of complimentary photos not to exceed five.
5. A minimum of $2.00 per photo purchased will be paid to NJMEA, within 30 days of completion of the event photographed.
6. During rehearsals, pre-orders can be taken by NJMEA staff members, as long as an order form is provided ahead of time. On the day of the event, on-site orders will be taken by the vendor. An accounting of all on-site orders must be given to an NJMEA representative within in 10 days.
7. NJMEA will offer students the ability to purchase a photo online, via an order form on our website. The form must include an address for mailing back the order.
8. All orders must be received by the students no later than 30 days after the concert, with the exception of the online orders, which should be received no later than 30 days after the order is presented to the photography company.

**Concert Dates**

- All-State Jazz Band and Jazz Choir – Thursday, November 7, 2024, Claridge Hotel, Atlantic City, Time TBD
- All-State Jazz Band and Jazz Choir – Friday, November 15, 2024, NJPAC, Chase Room, Time TBD
- All-State Mixed Chorus and Orchestra – Friday, November 8, 2024, Boardwalk Hall, Atlantic City, Time TBD
- All-State Mixed Chorus and Orchestra – Sunday – November 17, 2024, NJPAC, Prudential Hall, 3:00 PM
- All-State Bands and Treble Chorus – Sunday, February 23, 2024, NJPAC, Prudential Hall, 3:00 PM
- All-State Elementary/Middle School Choirs - TBA
- All-State Intermediate Orchestra – TBA

**Timetable**

1. Your proposal should reach William McDevitt at the address below no later than **Friday, September 6, 2024.**
2. The Executive Board of NJMEA will make the selection on **Tuesday, September 10, 2024.**
3. You will be informed of the Board’s decision no later than **Thursday, September 12, 2024.** (Please include an email address in the proposal.)

**Evaluation**

Examples of your work should be included with the proposal, as well as any letters of recommendation that will help in the decision-making process.

**Address**

NJMEA, 300 W Somerdale Road, STE C, Voorhees, NJ 08043 or wmcdevittnjmea@gmail.com