



Request for Proposal

January 19, 2021

École St. Patrick High School
École Sir John Franklin High School

To whom it may concern,

École St. Patrick High School and École Sir John Franklin High School are accepting proposals from photographers to take Graduate photos in February 2021 (date TBD). We have approximately 100 graduates at St. Pat's and 125 at Sir John.

Interested candidates, please submit your proposal to both Todd Stewart & Dean MacInnis on or before January 25, 2021. It must include the following information:

- **Experience and Training**
 - Portrait photography experience
 - Formal training experience
- **Sitting fee cost**
 - Cost per sitting (Based on 10 proofs per sitting)
 - Additional cost per person
- **Plan for the photoshoot**
 - Scheduling of appointments
 - Method of payment
- **Equipment needed**
 - Any additional equipment/props
- **Backdrop & Lighting**
 - Must provide backdrop (neutral grey) & proper lighting.
- **How will proofs be distributed to students/families?**
 - Printed proofs?
 - Digital?
- **Photos for each school**
 - 1 Traditional headshot of all Graduates for each applicable school.

Regards,

Todd Stewart
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Dean MacInnis
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