



Request For Proposals

2024-09-22

The Timmins Ringette Association wishes to engage the services of a photographer to produce a package of images for our players, our sponsors and our Association's marketing activities.

The following are the deliverable photo packages:

1. Sponsor Package – one 8x10 print
2. Player Package – one digital image of the player and one digital image of their team for each player
3. TRA Package – one digital image of each player and one digital image of each team

Other factors affecting the deliverable items are:

1. The team digital images must have an overlay that notes the Association's name, sponsor's name, division of play and season of play.
2. Digital images must be full resolution
3. Digital images may be delivered electronically
4. Photo sessions will be coordinated with our Ice Scheduler and affected teams
5. Ice time can be allocated for the photo sessions at the Association's expense
6. Photo sessions must be completed no later than November 24, 2024
7. Preferred arena for photo sessions is the Whitney Arena
8. Package delivery deadlines are:
 - December 18, 2024 for Sponsor Packages
 - January 31, 2025 for Player Packages
 - February 12, 2025 for TRA Package

Miscellaneous Details

- Registration Estimates are for 12 Teams (12 sponsors) in 5 divisions
 - Bunnies – 2 teams – 25 players
 - U10 – 2 – 25 players
 - U12 – 2 – 25 players
 - U14 – 2 – 25 players
 - JBO – 4 – 50 players
- Payment(s) will be issued electronically via EFT or INTERAC funds transfer
- Payment schedule will be as follows:
 - Deposit – On proposal acceptance – 10% of the total proposal price
 - Interim payment – After receipt of all Sponsor Packages – Not exceeding 40% of the total proposal price
 - Final payment – After receipt of all deliverables – Remainder of total proposal price
- Final invoice(s) must be received no later than February 28, 2025
- Invoice terms will be Net 15

Proposal Submissions (Form On Next Page) And / Or Questions Regarding This Request For Proposals Must Be Sent Via Email To vice-president@timminsringette.com

SUBMISSION DUE DATE: 5:00pm - OCTOBER 6, 2024



Request For Proposals

2024-09-22

PROPOSAL SUBMISSION FORM
SUBMISSION DUE DATE OCTOBER 6, 2024

Date:

Photographer Name:

Mailing Address:

Email Address:

Web Site:

Phone Number:

Likely Camera & Lens(es):

Total Proposal Price →
(Including All Taxes)

Comments:

Signature Of Proponent:

Print Name: