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Since 1976

## Request for Proposals

### 2018 NATIONAL UNITY CONFERENCE

**Service:** Photographer

**Event Dates:** Thursday, July 5 – Monday, July 9, 2018

**Event Location:** Town & Country Resort & Convention Center  
500 Hotel Cir N, San Diego, California 92108

#### About the National UNITY Conference

The National UNITY Conference is expected to attract more than 1,800 Native youth and advisors from across the country, representing tribal and urban communities, and making it UNITY's largest gathering to date! UNITY serves Native American and Alaska Native youth ages 14-24 years old. The 5-day conference will feature Keynote speakers, more than 40 workshops, exhibitors, Native American artists/vendors, fitness activities, leadership training, a UNITY Career & Education Expo, UNITY Banquet, and much more.

#### About UNITY, Inc.

United National Indian Tribal Youth, Inc. (UNITY) is a national 501(c)(3) non-profit organization dedicated to fostering the spiritual, mental, physical and social development of American Indian and Alaska Native youth and to help build a strong, unified, and self-reliant Native America through greater youth involvement. UNITY has impacted more than 200,000 Native Americans through its programs since 1976. For information about UNITY, Inc. please visit [www.unityinc.org](http://www.unityinc.org).

#### Summary of Request:

UNITY is currently accepting bids for an event/conference photographer.

#### Deliverables:

- Capture candid shots and group photos. (I.e. General sessions, keynote speakers, fitness activities, workshops, exhibitors/vendors, education/career fair, event gala/banquet).
- Schedule and Capture individual headshots (using similar background) of:
  - Board of Trustees (5)
  - Staff (6)
  - Executive Council (10)
  - 25 Under 25 Honorees (25)
- Provide UNITY with a variation of 40 web-friendly photos by 7am on: Friday, July 6; Saturday, July 7; Sunday, July 8; and Monday, July 9. This is imperative to timely press releases about the event, and for showing on morning general session slide shows.



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- Provide UNITY with a variation of 60 web-friendly photos by 12pm on Sunday, July 8 to be used and shown for the event gala/banquet.
- Provide 50 finished (color corrected) images from each conference day.

**Note:**

- UNITY requires photographer to have all materials and equipment needed to perform duties including camera, lighting (as deemed by photographer), and CDs.
- UNITY runs on a full-day conference schedule. Each day begins typically at 8:00 a.m. and concludes at 10:00 p.m. Lunch and Dinner breaks are built into the schedule. Although you will not be required to be there for the entire time each day, it will be important to know that you may be required to “capture” certain moments/activities each day. This will result in you possibly leaving for a period, and returning. A current draft agenda is attached.
- UNITY requires finished materials on CD (one for each day), and a downloadable digital format – grouped by each day.

**Please Include in Your Bid:**

- **The “bottom line” price.** This price should include all components needed to complete the job.

**DEADLINE FOR SUBMISSIONS: Friday, March 30, 2018, 5:00 PM MST**

**AWARD NOTIFICATION DATE: Friday, April 20, 2018, 5:00 PM MST**

**Please submit proposals by email** (Word or PDF files only) to: Jason Coochwyte, Red Note, Inc.: [jc@rednoteinc.com](mailto:jc@rednoteinc.com)

**Questions?**

Email Jason Coochwyte at [jc@rednoteinc.com](mailto:jc@rednoteinc.com) or call (602) 903-4380.