

## **Request for Proposals (RFP): Event Photography Services**

### **Overview / Statement of Work**

SkillsUSA South Carolina, a 501-c(3), is seeking a professional photographer to provide photo coverage for the 2026 SkillsUSA South Carolina State Leadership Conference held at the South Carolina State Fairgrounds in Columbia, South Carolina. The conference will take place March 10-12, 2026, and will host approximately 1,000+ attendees, including students, advisors, judges, sponsors, and guests.

The selected photographer will document key moments throughout the conference, including ceremonies, competitions, awards, and candid interactions. This RFP is intended to identify a qualified photographer who can deliver high-quality images within a limited budget.

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### **Scope of Work**

The photographer's responsibilities include, but are not limited to, the following:

#### **On-Site Photography Coverage**

Coverage for up to three (3) days of the conference (March 10–12, 2026).

Daily coverage will generally occur between approximately 8:00 AM and 4:00 PM.

Dates and times for coverage can be negotiated.

#### **Key moments to capture include:**

- Opening Ceremony
- Competitive events and award presentations
- Candid photos of students, advisors, judges, and attendees
- Sponsor and exhibitor interactions (if applicable)
- Closing and Awards Ceremony

#### **Candid and Posed Photos**

- Capture a balance of candid, action-based photos and posed/group photos as requested.
- Group photos may include winners, officers, sponsors, or special guests.

#### **Professional Conduct & Coordination**

- Photographer must arrive on time each day with all necessary equipment.
- The photographer should coordinate with SkillsUSA South Carolina staff to ensure important moments are covered.
- Photographer must dress and act professionally while interacting with students and guests.

#### **Equipment & Expenses**

- Photographer must supply all photography equipment.
- No additional travel, lodging, or meal reimbursements will be provided.

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## **Deliverables**

The selected photographer will provide the following:

- **Edited Digital Photos**
  - A collection of edited, high-resolution digital images from the conference.
  - Basic editing and color correction included.
  - Images delivered in JPEG format or similar.
- **Post-Event Delivery**
  - Final images delivered within 10 days following the conclusion of the conference.
  - Images organized by day and/or event.
  - Delivery via Google Drive, Dropbox, or similar file-sharing platform.
- **Image Rights & Usage**
  - SkillsUSA South Carolina will retain full rights to use the images for promotional, educational, and organizational purposes, including social media, print, and marketing materials.
  - Images must be delivered without watermarks.

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## **Budget**

The total budget for photography services is **not to exceed \$750**, inclusive of all fees and expenses. Proposals must clearly state the total cost. Cost will be considered along with quality, experience, and overall value. A tax deductible receipt can be provided.

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## **Proposal Submission Requirements**

Interested photographers should submit a proposal including the following:

1. **Vendor Information**
  - a. Name (individual or business)
  - b. Phone number and email address
  - c. Confirmation of availability for March 10–12, 2026
2. **Experience & Qualifications**
  - a. Brief description of event or conference photography experience
  - b. Link to an online portfolio or sample work
3. **Pricing**
  - a. Total proposed cost (must not exceed \$750)
4. **References (Optional but Preferred)**
  - a. 1-3 references from previous photography work, if available

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## **Submission Details**

**Proposal Deadline:** Thursday, February 5, 2026

**Submission Method:** SkillsUSA South Carolina Website Form

Questions regarding this RFP may be submitted via email before the deadline to  
[skillsusasc.alumnifriends@gmail.com](mailto:skillsusasc.alumnifriends@gmail.com)

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SkillsUSA South Carolina thanks you for your interest and looks forward to reviewing proposals.