

To Whom it May Concern:

The Logan Elm Athletic Department is seeking proposals for the exclusive right to take individual, team, and staff pictures for our High School and Middle School teams for the 2021-22 school year, renewable at the discretion of the school district pending satisfactory service. Group and individual pictures for our High School Band would also be included.

The following sports are offered at Logan Elm:

Fall - Football, Volleyball, Cheerleading, Girls Tennis (HS Only), Boys Golf, (HS Only) Girls Golf (HS Only), Cross Country, Boys Soccer (HS Only), Girls Soccer (HS Only).

Winter - Boys Basketball, Girls Basketball, Cheerleading, Wrestling, Girls Bowling (HS Only), Boys Bowling (HS Only), Swimming (HS Only)

Spring - Baseball, Softball, Boys Track, Girls Track, Boys Tennis (HS Only).

Consider the following requirements as you construct a proposal:

Initial Shoot Timeframe: Fall - August 1 – August 10

Winter - November 1 - November 10

Spring - March 20 - April 5

Processing Time: 4 weeks

Photographer will provide free digital team photos within 3 days of photoshoot to be used in our sports programs, yearbooks, school websites.

For scheduling purposes, the photographer will contact the Athletic Director to get contact information for the various team coaches. The photographer will then contact the coaches to schedule the team's pictures.

Part of our evaluation will be the variety of packages. Please include in your proposal a full list of packages with cost.

Feel free to elaborate on other services you provide. We will select a vendor based on these proposals but reserve the right to negotiate different terms once a vendor is selected if it is determined to be in the best interest of our schools and students.

Thank you in advance for your time and effort to submit a proposal. To be considered, proposals must be received no later than Friday, April 30th. Proposals may be emailed to Eric Karshner, Athletic Director, at [eric.karshner@loganelm.org](mailto:eric.karshner@loganelm.org).