



**Missouri Music Educators Association**  
*An affiliate of the National Association for Music Education*  
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July, 2018

To Whom It May Concern:

Your company is invited to submit a bid for photographic services for the Missouri Music Educators Association Conference/Clinic to be held at Tan-Tar-A Resort, Lake of the Ozarks, Osage Beach, Missouri. The bid should include an amount for photographic services to be paid by MMEA as well as an amount for the All-State/All-Collegiate prints. **The bid will apply for the next TWO YEARS with the dates to be:**

**January 23-26, 2019**

**January 22-25, 2020**

(The MMEA Board approved a change in 2016 that ALL conference vendor services be two year contracts)

The successful bidder will provide the following services:

1. Photograph all aspects of the conference, sessions, clinics, rehearsals, dinners, banquets, business meetings, all-state performances, and any other pictures of interest during the four days of the conference.
2. All photographs will be clearly identified to assist the historian, magazine editor, and web director in using the photographs. The president and president-elect will also receive a complete set of the pictures.
3. Photograph, produce, and mail color group pictures of the four high school All-State groups; 8 X 10 color prints will bear the name of the ensemble ["Missouri All-State..."] and the year across the bottom of each print. All-State Coordinators will provide addresses for the all-State photos. *[These prints are included in the all-state package paid by each of the performers]* There will be approximately 450 prints. NOTE: Other arrangements for delivery may be made between the photographer and representatives of the All-State groups.
4. Photograph, produce, and mail a color group picture of the All-Collegiate ensemble; 8 X 10 color prints will bear the name of the ensemble ["Missouri All-Collegiate..."] and the year across the bottom of each print. All-Collegiate photos will be individually ordered.
5. Provide complimentary group photos of the All-State and All-Collegiate groups to the director of each ensemble. *[Addresses provided by the coordinators.]*
6. A complete set of conference photos will be provided to the MMEA President, President-Elect, Historian, Magazine Editor, and Web Director. Conference photos will be sent to the *MSM* editor prior to the February 1 magazine deadline.
7. Photograph the new board members and provide 'head-shots' of each for the organization's website (even years).
8. All conference photos become the property of MMEA.

MMEA may provide a stipend for photographic services, if one is requested in the bid provided. MMEA will provide one room at no cost for Wednesday, Thursday, and Friday of the conference. One additional room for photography staff will be provided on the day/night requested by the photographer. A maximum of 4 room nights will be provided for photography services. No meals will be provided.

**Please submit your proposal online through the MMEA Website. DEADLINE: August 3, 2018.**

<https://mmea.net/mmea-photography-services-bid-proposal/>

Proposals will be reviewed and the successful bidder(s) selected at the August 11, 2018 MMEA Executive Board meeting. All bidders will be notified of the results soon afterwards. If you have questions, please contact me at the phone or e-mail listed above.

Sincerely,  
David Goodwin  
MMEA Conference Manager