



## Missouri Music Educators Association

*An affiliate of the National Association for Music Education*

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July, 2023

To Whom It May Concern:

Your company is invited to submit a bid for photographic services for the Missouri Music Educators Association In-Service Workshop/Conference to be held at Tan-Tar-A Conference Center, 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 22-27, 2024, and January 27-February 1, 2025.**

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 six days of the conference.
2. All photographs will be clearly identified to assist the historian, magazine editor, and web director in using the photographs.
3. Photograph, produce, and mail color group pictures of the five 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 470 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 'headshots' 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 Monday, Tuesday, 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 6 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, 2023.**

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

Proposals will be reviewed, and the successful bidder(s) selected at the August 12, 2023 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 below.

Sincerely,

**Brian Reeves**

MMEA Conference Manager

314-704-3922 (C)

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