



Virginia Black Chamber of Commerce
904 Princess Anne Street, Suite 305
Fredericksburg, VA 22401
Tel: (540) 216-0021
Email: info@vablackchamber.org

Request for Proposal (RFP): Photography Services 2025 Gala & Awards Ceremony

Solicitation No. 25-1213-B

Date Issued: October 13, 2025

Overview

The Virginia Black Chamber of Commerce (VABCC) invites professional photographers to submit proposals to provide photography services for the 5th Annual Gala & Awards Ceremony. This event will take place on Saturday, December 13, 2025, in Richmond, Virginia, at the Courtyard by Marriott Richmond Downtown.

We are seeking a skilled and experienced Photographer to enhance the event's energy and create a memorable experience for our diverse audience.

Event Information:

Title: VABCC Gala & Awards Ceremony

Location: Courtyard by Marriott Richmond Downtown
1320 E Cary Street, Richmond, VA 23219

Date: Saturday, December 13, 2025

Time: 5:00 pm – 11:00 pm

Expected Number of Guests: 250

More info: <https://www.vablackchamberofcommerce.org/gala/>

Scope of Work

The selected Photographer will be responsible for the following services and deliverables:

1. Deliverables:

- All final photo deliverables will be completed and delivered within seven business days following the conclusion of the gala.

2. Photography Coverage:

- Provide photo coverage of the gala, capturing keynote moments, individual highlights of award winners, guest interactions, networking experiences, and attendee engagement throughout the evening.
- Capture posed photos of speakers, organizers, entertainment, and attendees, as requested by VABCC.



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- Take candid photographs that effectively document the event's atmosphere and interactions.
 - A curated selection of fully edited high-resolution images delivered in digital format within an agreed-upon timeline.
 - Organized folders of event images categorized by key moments.
 - All image files are provided to VBCC for archival or additional future use.
- 3. Pre-Event Coordination:**
- Collaborate with the event planning team to understand the agenda, identify priority moments, and individuals to feature.
 - Conduct a pre-event strategy meeting (virtual or in-person) to outline expectations and logistics.
- 4. Equipment Requirements:**
- Provide all necessary camera and lighting equipment to ensure high-quality images in a variety of indoor settings.
 - Maintain backup equipment to avoid disruptions caused by technical issues.
- 5. Professionalism:**
- Arrive punctually for setup and conduct all activities with a professional demeanor.
 - Dress appropriately to reflect the professional nature of the event. Black tie attire is strongly encouraged to complement the elegance and theme.
 - Maintain a low profile to ensure minimal disruption to attendees while capturing key shots.
- 6. Editing and Post-Production:**
- Provide professionally edited, color-corrected photos with an emphasis on clarity, sharpness, and composition.
 - Ensure timely delivery of the final gallery, allowing for VABCC's review and additional requests if necessary.

Submission Guidelines

Interested Photographers should submit a complete proposal consisting of an electronic PDF-formatted attachment by **Friday, October 31, 2025, at 11:59 pm** to be considered for this opportunity. Proposals must include the following information:

- 1. Photographer Business Information:**
 - Name, address, email, and phone number of the applicant or business.
 - Business website (if applicable).
 - Brief biography or company history, including years of experience and notable events.
- 2. Portfolio/Previous Experience:**



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- Examples of past work showcasing event coverage and highlights.
- Two to three references, including contact information.
- 3. **Proposed Project Plan:**
 - Description of how you plan to cover the event, including preparation and post-production timelines.
 - Strategies for capturing key moments and interactions.
- 4. **Equipment Details:**
 - List of photography equipment you will use, including cameras, lenses, and lighting setups.
- 5. **Cost Proposal:**
 - Detailed pricing information, including day rates, post-production fees, and any additional costs.
- 6. **Value-Added Features:**
 - Any additional services you can provide, such as same-day photo editing, on-site photo sharing, or branded image delivery.

Submission Process

Please email your completed proposal with the subject line “Photographer Proposal **No. 25-1213-B**” to info@vablackchamber.org, consisting of a **PDF-formatted attachment, by Friday, Friday, October 31, 2025, at 11:59 pm.**

Late submissions may not be considered.

Selection Process

Proposals will be evaluated based on the following criteria:

- Membership and tenure with the VABCC
- Relevant experience and past performance
- Ability to meet the event’s entertainment needs
- Quality and professionalism of the proposed plan
- Reasonable pricing aligned with budget considerations
- Submit to: info@vablackchamber.org
- Subject line: Photographer Proposal No. 25-1213-B
- Format: PDF Document



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Timeline

- **RFP Release Date:** October 13, 2025
- **Proposal Submission Deadline:** Friday, October 31, 2025, at 11:59 pm
- **Award Notification:** Monday, November 10, 2025

Questions

For questions or further information, please contact **Michelle Riddick** at **(540) 216-0021** or michelle@vablackchamber.org, cc: info@vablackchamber.org