



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 Business Accelerator Graduation

Solicitation No. 25-0923-A

Date Issued: September 10, 2025

Overview

The Virginia Black Chamber of Commerce (VABCC) invites professional photographers to submit proposals to provide headshot photography services for the Federal Workforce Job and Resource Fair. This event will take place on Tuesday, September 23, 2025, in Woodbridge, Virginia at Forest Park High School

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: Federal Workforce Job and Resource Fair

Location: at Forest Park High School, Woodbridge, VA

Date: Tuesday September 23, 2025

Time: 11:00 pm – 2:00 pm

More info: www.vablackchamberofcommerce.org/ebe-accelerator-program

Scope of Work

The selected Photographer will provide a proposal that include responsibility for the following services and deliverables:

1. Photography Sessions

- Conduct headshot sessions.
- Accommodate **X** individuals, allowing approximately 10–15 minutes per person.
- Provide professional lighting and backdrop equipment.

2. Editing & Delivery

- Retouch each image to ensure consistent lighting, color balance, and background.
- Provide **X** edited, high-resolution digital images per individual.
- Deliver all final images in both print-ready and web-optimized formats via **cloud storage link** by **X Deadline**.

3. Equipment Requirements:

- Provide all necessary camera and lighting equipment to ensure high-quality images in a variety of indoor settings.



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- Maintain backup equipment to avoid disruptions caused by technical issues.
 - 4. Professionalism:**
 - Arrive punctually for setup and conduct all activities with a professional demeanor.
 - Dress appropriately to reflect the professional nature of the graduation.
 - Maintain a low profile to ensure minimal disruption to attendees while capturing key shots.
 - 5. 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 review and additional requests if necessary.
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Submission Guidelines

Interested Photographers should submit a complete proposal consisting of an electronic PDF-formatted attachment by **Friday, September 12, 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.
 - Brief biography or company history, including years of experience and notable events photographed.
- 2. Portfolio/Previous Experience:**
 - A list or link of past events similar in size and scope.
 - 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.



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Submission Process

Please email your completed proposal with the subject line “Photographer Proposal No. **25-0923-A**” to info@vablackchamber.org, consisting of a PDF-formatted attachment, by **Friday, Friday, September 12, 2025, at 11:59 pm**

Late submissions may not be considered.

Selection Process

Proposals will be evaluated based on the following criteria:

- Membership Tier & 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. **25-0923-A**
- **Format:** PDF Document

Timeline

- **RFP Release Date:** September 11, 2025
- **Proposal Submission Deadline:** September 12, 2025 at 11:59 pm
- **Award Notification:** On or before September 18, 2025

Questions

For questions or further information, please contact **Ernisha Hall** at **(540) 216-0021** or info@vablackchamber.org