

**PROPOSAL FOR VIDEOGRAPHY SERVICES FOR COMMENCEMENT**

TO: _____ (Videographer) ADDRESS _____ (No. and Street) _____ (City and State) (Zip)	ATTENTION: _____ FROM: _____ (School) ADDRESS _____ (No. and Street) _____ (City and State) (Zip) (Phone No.) Date Received by School: _____
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**PLEASE SUBMIT PROPOSAL AS FOLLOWS:**  
(To be filled out by school)

FOR COMMENCEMENT CEREMONY TO BE HELD ON \_\_\_\_\_ AT \_\_\_\_\_  
 (Date of Event)

\_\_\_\_\_ WITH ANTICIPATED ATTENDANCE OF \_\_\_\_\_  
 (Location of Event) (Estimated number of graduates)

PROPOSAL MUST BE SUBMITTED BY \_\_\_\_\_.

**THE SCHOOL AGREES TO :**

- Grant the vendor the sole commercial right to film the commencement ceremony in the \_\_\_\_\_ - \_\_\_\_\_ school year.

**THE VENDOR AGREES TO :**

- Film only the entire graduation ceremony. No other footage is to be filmed.
- Sell only the DVD and/or videotape of the graduation ceremony.
- Meet with the school graduation advisor prior to the ceremony to discuss details.
- Provide at no charge, one copy of the video for the school in each media format offered for sale.

**PROCEDURES :**

- Proposals submitted will be evaluated on a mix of factors including price, quality, accessibility, dependability, professionalism, variety of picture video formats and services. Videographer may contact school on or after \_\_\_\_\_ for evaluation results. After all proposals have been opened, they may be examined by all videographers who submitted proposals.
- Failure to respond to this invitation to submit a proposal, may result in removal of your name from our list of prospective suppliers for future events. If you do not wish to submit a proposal, indicate "No Proposal" on both pages and sign and return both pages of this proposal.
- A DVD or video may have only one price.
- Together with this proposal, the photographer must submit one sample graduation ceremony video/DVD, stamped on its cover/label with the photographer's name, address and applicable school year. Quality of video/DVD offered for the event must equal the quality and media type submitted with this proposal. No presentation is required.

**THIS PAGE TO BE FILLED OUT BY VIDEOGRAPHER SUBMITTING PROPOSAL**

An ACCESS FEE in the amount of \$ \_\_\_\_\_ will be provided to the school by \_\_\_\_\_  
 (Date)

This date is to be no less than 10 business days prior to the event. No other funds, gifts or incentives will be due to the school nor will be accepted by the school, it's employees, or students.

**ITEMS OFFERED FOR SALE**

(if item is not being sold, list N/A for price)

MEDIA TYPE	PRICE
DVD	
VIDEO	

**CERTIFICATION**

(To be filled out by videographer submitting proposal)

The undersigned videographer hereby certifies that this proposal is made without any prior understanding, agreement or association with any other firm, or person submitting a proposal for the same videographic services, and monies due the school are disclosed on this proposal, and in all respects the proposal is fair, without collusion or fraud. The videographer agrees to abide by all conditions of this proposal.

NAME OF VIDEOGRAPHER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

BY: SIGNATURE (ORIGINAL): \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_  
OF AUTHORIZED REPRESENTATIVE

NAME (TYPED): \_\_\_\_\_ TITLE: \_\_\_\_\_  
OF AUTHORIZED REPRESENTATIVE

**AGREEMENT**

(To be filled out by the school)

Your firm has been selected to provide videographic services for the event stated on this proposal.  
Please contact our school to coordinate services.

\_\_\_\_\_  
(Principal's Name)

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Date signed)