



P.O. Box 23300
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April 8, 2024

Request for Proposals (RFP)
Videographer and Photographer Vendor
Honolulu Pride 2024

The Hawai'i LGBT Legacy Foundation produces Honolulu Pride, hosts the LGBTQ+ Center Honolulu and creates educational programs that inform and empower Hawai'i's LGBTQIA+ community. We also provide financial and in-kind support to organizations addressing social, health and economic inequalities in our communities.

In line with our commitment to excellence, the Hawai'i LGBT Legacy Foundation is seeking a photo and video team to partner with us for the upcoming Honolulu Pride 2024 event on October 19, 2024 at the Waikiki Shell. The selected vendor will play a pivotal role in ensuring the success of our event by providing photo and video for our event.

- Capturing key performances, activities, and highlights throughout the Honolulu Pride Festival.
- Collaborating closely with the Pride Committee to ensure alignment with the festival's vision and identifying crucial moments for coverage.
- Actively participating in pre-event meetings to discuss the schedule and specific video and photography requirements.
- Bringing a creative approach to enhance the festival atmosphere and showcase diversity through visual storytelling.
- Conducting interviews to highlight personal stories and the impact of the festival.
- Ensuring timely delivery of edited videos, including highlights, interviews, and agreed-upon deliverables.
- Utilizing advanced equipment and techniques to capture high-quality footage and sound, particularly in low-light conditions.
- Seamlessly integrating branding and sponsor acknowledgments into video and photography content while complying with rights and usage agreements.
- Demonstrating flexibility to capture spontaneous moments and adjust to the event schedule.

In addition to videography and photography, the vendor must provide all raw footage to the Foundation, understanding that the Foundation retains full rights to use all materials for marketing purposes. The vendor should deliver a full album of no fewer than 500 edited images no later than November 19th, one month after the event. This album should include a full feature video of the event, 10 minutes in length, as well as three highlight reels.



The selected vendor must have a sufficiently large staff to support all areas of coverage and must be available for footage on October 18th for setup and October 19th for the event, given that the event will take place in the evening and require shooting in low light conditions.

Qualified vendors are invited to submit proposals outlining their experience, capabilities, and a detailed plan for meeting the visual content requirements of Honolulu Pride 2024 by **May 8, 2024**. Please include proposed pricing and any relevant references.

The selection of the vendor will be based on overall qualifications, budget alignment, enthusiasm, and alignment with the values of our organization. We eagerly anticipate reviewing your proposals.

For more information, please email Honolulu Pride Chair: Zabrina Zablan-Duvauchelle (Zabrina@hawaiilgbtlegacy.com).