



CERTIFICATION

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)