



QUINTE WEST SOCCER CLUB SPECIFICATION SHEET FOR PLAYER/TEAM PHOTOS

Tender Deadline – April 25, 2024

GUIDE LINE INFORMATION

Exact numbers cannot be given until after registration – this info is to help you understand the quantity of pictures required. We do not guarantee numbers.

Total Players: 1400 +/- children **Teams:** 130 House Teams and 9 Competitive Teams

WHAT WE ARE LOOKING FOR

1. A teammate package, which includes 1-5x7-team photo and 1 – 4x6 individual photo for each player, and ask that they be in a plastic bag or sleeve to ensure clean upon delivery.
2. 1 – 5x7 team photo for each coach (to be included)
3. 1 – 5x7 team photo of each team for sponsor plaques (to be included)
4. To supply, on a USB stick, all digital team photos (not individual) and permission to use these on our website or social media if desired.”
5. All photos to include club logo.

SPECIAL ITEM – Large Divisional Photo

- **We require 4X6 (tentative size) team photos of all teams in U3, U4 and U5 for sponsorship plaquing.**

PHOTO DATES

- Saturday July 6, 2024 – July 7, 2024
- Re-take Day for all individuals Tuesday July 16 / Wednesday July 17

DELIVERY

- All photos must be delivered to the office no later than July 29, 2024
- Photos are to be bundled by team.
- Photos are to be delivered to the office during office hours.
- Contract must be 100% complete by July 29, 2024 in order for final payment to be made.

SCHEDULE

We need to be supplied with a complete shooting schedule that will be published with our schedule handed out to teams by June 30. We will supply you with a divisional list and game day schedule by June 15 – once final teams have been completed.

PAYMENT SCHEDULE

20% once contract awarded
30% picture day
50% on completion of job (contract 100% complete)

NOTES

1. Photographer may include an additional order form for reprints or trading cards, etc. with the photo package. Any orders placed will have nothing to do with QUINTE WEST SOCCER CLUB, it will be between the parents and the photographer and a phone number is to be supplied so they can contact you directly.
2. Photographer to supply sufficient photographers to accommodate 139 teams on main photo day at their own expense.
3. The Office Manager will handle all planning and distribution.
4. If you wish to send samples (it will help us decide if we can see what you have done before), we will make sure they are returned to you once selection is complete.

Thank you for taking the time to submit your quote. If you have any questions, please feel free to call our office at 613-965-6283 or email at qwsc@bellnet.ca. We will not necessarily accept the lowest price.

Vibha Patel
Office manager