

# BARBERSHOP HARMONY SOCIETY 2026 INTERNATIONAL CONVENTION PHOTOGRAPHY REQUEST FOR PROPOSAL



**Event Dates:** June 28 – July 4, 2026

**Location:** The Americas Center – St. Louis, Missouri

**Attendance:** 4,000+

**Competitors:** 1,200+

The Barbershop Harmony Society (BHS) is soliciting proposals from qualified photographers or photography studios to provide services in the following categories: **Group Portraiture**, **Event Photography**, and **Stage Photography**. Vendors may submit proposals for one, two, or all three categories. Depending on the quality of submissions, portfolios, and pricing, the BHS may award contracts to multiple photographers or to a single studio for all categories.

Vendors submitting proposals for more than one category must provide **both individual bids** for each service area and **bundled pricing options** for any combination of categories they wish to be considered for.

## I. SCOPE OF SERVICES

### A. Group Portraiture

#### Quartet Portraits

Formal portraits will involve subjects wearing a wide range of uniform colors and utilizing several pose configurations, including traditional quartet posing arrangements. These variations may introduce lighting challenges during production and require careful post-production color correction to maintain consistent skin tones, uniform color accuracy, and overall image quality.

- ~20 Next Generation Quartets
- ~75 Quartet Quarterfinalists
- Medalist portraits (Top 5)
- Champion trophy and directed portraits
- Backstage studio setup required
- Approx. 10 minutes per quartet

## Chorus Portraits

- ~40 choruses
- Rapid stage capture under full lighting
- Supplemental flash required
- Remote flash installation during stage build

At the conclusion of each chorus performance set, chorus members will be instructed to move quickly into a posed formation. The group will hold this formation for several seconds while the photographer captures a rapid series of images from a platform positioned near the far side of the arena floor. Photos will be taken under full stage lighting with supplemental flash.

Choruses will range in size from approximately **20 to 160 members**. Formations may be tightly grouped or spread across a wide area of the stage. Costumes, props, and visual staging elements will vary significantly between ensembles and may introduce additional lighting and composition considerations.

### Flash Setup and Lighting Considerations

Despite a large professional stage lighting setup, portrait photography will present challenges due to the number of performers, dynamic use of the stage, and a wide variety of scenic elements that may create uneven lighting conditions (including both light and dark areas). As a result, **supplemental flash will be required**.

Previous photography teams have successfully used **remotely triggered multi-flash systems installed during stage construction**. Stage construction will take place on **Sunday, June 28**, and any flash infrastructure requiring early installation should be coordinated during this time.

Because the shooting window is only a few seconds and the competition schedule rotates quickly between performances, **each image must be captured successfully on the first attempt**.

### Equipment Requirements (To Be Included in Proposal)

Proposals should specify the equipment that will be used for this portion of the event. At a minimum, photographers should plan to utilize:

- A **high-performance professional camera** capable of rapid capture and bracketing of multiple RAW files
- A **tripod or stabilized platform setup** suitable for arena-distance photography
- A **professional long-range zoom lens** appropriate for large ensemble group portraits

**Supplemental flash equipment**, including details of the flash system and remote triggering method

- A brief description of the **planned flash setup and positioning**

Respondents should clearly outline their technical approach to lighting and capturing these large ensemble portraits efficiently within the limited capture window

## **B. Event Photography**

Coverage of Convention activities, including:

- Educational sessions
- Concerts and shows
- Community singing
- Board meetings
- Sponsor activations
- Marketplace and backstage atmosphere
- Informal interactions
- Media appearances
- Afterglows and special events

The Photographer must remain on-site and available throughout Convention week, including all times outside of scheduled contest sessions, to ensure full coverage of all required events and activities. Specific assignments, time blocks, and locations are detailed in the [accompanying color-coded scope spreadsheet](#).

## **C. Stage Photography**

Stage Photography services shall include comprehensive action photography of all competing quartets and choruses during their respective contest rounds. The Contractor shall capture high-quality, performance-focused images that accurately document each ensemble's stage presentation.

Please note that Stage and Portraiture sessions frequently run concurrently. If you intend to submit a combined Stage/Portraiture proposal, you must include an additional dedicated Stage Photographer to ensure complete and uninterrupted coverage of both areas.

Because the organization utilizes experienced staff and volunteer photographers for stage coverage, any bidder submitting a proposal that includes Stage Photography must also submit a **separate bid that excludes Stage Photography services**.

Stage Photography shall be subject to the same rights, usage provisions, and distribution structure applicable to Portrait and Event Photography services.

## II. DELIVERABLES & TIMELINE

### During Convention

The photographer must provide:

- Session-end delivery of Stage photography
- Rolling access to Event photography for BHS media use
- Delivery method: a BHS resource/staffer will be on-site to pull data off memory cards for backup, and the card will be immediately returned to the photographer following the photo dump
- Color profile: raw preferred, sRGB acceptable
- Minimum resolution: preferred 15-20mb+ per photo
- Quartet and chorus performances may vary in duration and on-stage activity (motion, dancing, use of props, etc), but for quartets we want at least 75-100 photos per two-song set, and for choruses we want at least 100-200 photos per two-song set to ensure groups have the most options from which to select, and especially for choruses we want to ensure all faces get represented in the photos. Close-ups focusing on individual performers and/or smaller groups of performers are a must, with wider-angle photos of the entire ensemble (also a must).

### Post-Event (No Later Than August 15, 2026)

- Full-resolution, color-corrected Portrait images
- Full-resolution Event and Stage images
- Organized folder structure by performer/event
- Embedded IPTC metadata including performer name, round, event, and photographer credit

### Champion Prints Required

- 6 Quartet Champion prints (5 – 11x14; 1 – 8x10)

- 1 Next Generation Champion (8x10)
- 1 Chorus Champion (11x20)

### **III. RIGHTS & LICENSING**

BHS requires exclusive public-facing distribution rights to protect the integrity, archival value, and strategic use of Convention imagery.

#### **Copyright**

Photographer retains copyright in all images.

#### **Exclusive License to BHS**

Photographer grants BHS an exclusive, perpetual, irrevocable, worldwide, royalty-free, sublicensable license to:

- Publish, distribute, display, reproduce
- Adapt, modify, crop, composite
- Create derivative works
- Incorporate into video, streaming, or digital productions
- Use in marketing, advertising, sponsorship materials, merchandise, publications, archives, and any media now known or later developed

This license applies to all public-facing and commercial distribution and survives termination.

BHS may sublicense images at its sole discretion.

#### **Sales to Photographed Subjects**

The photographer may sell:

- Physical prints
- Digital downloads

Digital downloads are licensed to purchasers for personal use only.

Personal use includes:

- Social media posting
- Website display
- Electronic press kit inclusion

Personal use excludes:

- Resale
- Sublicensing
- Commercial licensing
- Transfer to sponsors
- Paid advertising without written BHS consent

## **Absolute Embargo**

The photographer may not publish, post, distribute, or publicly display any images until BHS has made its official initial release.

BHS will notify the photographer when the embargo is lifted.

## **Portfolio Use**

Following the embargo lift, the photographer may use images for portfolio, websites, social media, and professional competition submission, with attribution:

**“Barbershop Harmony Society – 2026 International Convention”**

# **IV. FINANCIAL STRUCTURE**

## **BHS anticipates a hybrid financial model.**

Historically, BHS has paid a base service fee and received a percentage of gross portrait and digital sales.

Proposals must include:

- Base event fee for Convention week
- Portrait pricing structure
- Digital download pricing
- Proposed revenue share percentage on gross sales
- Estimated sales projections
- Sample order form

The photographer must provide a final sales report within 60 days of the event conclusion. BHS reserves the right to request reasonable supporting documentation.

## **Lodging & Expenses**

BHS will provide up to two (2) hotel rooms at a Society-contracted event hotel for Convention week.

All other travel and incidental expenses (including airfare, mileage, parking, and meals) are the responsibility of the photographer unless otherwise agreed in writing.

## **V. REGISTRATION, RELEASES & PROFESSIONAL CONDUCT**

BHS registration incorporates blanket photography consent. Minor consent is traditionally obtained from parents/guardians.

Photographer agrees to:

- Rely on the BHS registration consent
- Notify BHS if additional releases are required
- Not independently license or distribute images beyond the rights granted herein

## **VI. OPERATIONAL & TECHNICAL REQUIREMENTS**

The photographer must:

- Identify lead photographer and staffing plan
- Provide sufficient assistants
- Maintain backup equipment
- Utilize redundant image capture where feasible
- Coordinate with BHS production staff
- Maintain professional backstage conduct

**The Photographer and team are expected to always exhibit professional and respectful behavior.** Photographers and all associates must adhere to the Barbershop Harmony Society Code of Ethics, including standards related to respectful behavior,

harassment prevention, and professional boundaries. This includes maintaining discretion in backstage areas, treating performers, volunteers, staff, and venue personnel with courtesy and professionalism, minimizing disruption to event operations, adhering to dress code expectations, respecting confidentiality, and following all venue and safety protocols. Inappropriate conduct, including harassment, unwelcome advances, or behavior that creates discomfort for participants, may result in immediate removal from backstage access and/or termination of services.

## **Data & Archival Standards**

Photographer shall:

- Maintain redundant backups during the event
- Retain RAW files for at least 3 months
- Provide RAW files if requested for at least 3 months
- Follow BHS naming conventions
- Deliver files via a secure transfer method
- Preserve organized file structure

## **VII. INSURANCE & INDEPENDENT CONTRACTOR STATUS**

The photographer must:

- Maintain general liability insurance of at least \$1,000,000 per occurrence / \$2,000,000 aggregate
- Name Barbershop Harmony Society as additional insured
- Maintain workers' compensation where applicable

The photographer is an independent contractor. Nothing in this RFP creates an employment relationship.

## **VIII. PROPOSAL SUBMISSION REQUIREMENTS**

Proposals must include:

1. Studio overview and experience
2. Lead photographer resume

3. Assistant staffing plan
4. Relevant portfolio links (Portrait, Event, Stage)
5. Equipment list
6. Editing and processing workflow
7. Sample portrait order form
8. Delivery timeline
9. Financial proposal
10. References

## **Proposal Evaluation Criteria**

Proposals will be evaluated according to the following weighted criteria:

### **1. Technical & Creative Quality – 50%**

- Portfolio and sample work demonstrate relevant skill, style, and artistic approach.
- Proposal reflects a clear understanding of the project scope and requirements.
- Overall creativity, visual impact, and technical execution of photography work.

### **2. Professional Experience – 20%**

- Demonstrated experience providing similar services for comparable events or clients.
- Client references and testimonials indicate a strong and reliable performance history.
- Availability of a qualified team and sufficient personnel to meet project demands.

### **3. Price and Value – 30%**

- Pricing structure is competitive, transparent, and aligned with the proposed scope.
- Clear breakdown of all costs and deliverables, including usage rights, retouching, editing, and any additional fees.

**Submit electronically to:** Michele Lee Niec, Director of Marketing and Communication

**Email:** [mniec@barbershop.org](mailto:mniec@barbershop.org).

**Bid Deadline:** April 17, 2026.

**Decision:** On or before May 8, 2026

Date / Event Time	Time	Room/Location
<b>Sunday, June 28</b>		
America's Center Move-in	7:00am - 6:00pm	America's Center Dome - <b>MULTI-FLASH SYSTEM SET UP</b>
SCJC Meeting	9:00am-6:00pm	Marriott - Laclede Boardroom
Registration / Marketplace Move-in	11:00am-6:00pm	Marriott - Landmark
Society Board Discussions	1:00pm-10:00pm	Marriott - Crystal
Convention Team Reception	6:00pm-10:00pm	TBD
<b>Monday, June 29</b>		
America's Center Move-in	7:00am - 6:00pm	America's Center Dome
Ballroom Set-up	All Day	Marriott - Majestic
Local Committee Office	All Day	AC - 163
Registration / Exhibits Set-up (Exhibitor move-in)	8:00am-2:00pm	Marriott - Landmark
SCJC Meeting	9:00am-1:00pm	Marriott - Laclede Boardroom
BarberTots (setup)	8:00am-6:00pm	AC - 143
DRCJ Meeting	1:00pm-4:00pm	Marriott - Pershing/Lindell
<b>Society Board Meeting (open to public)</b>	10:00am-12:00pm	Marriott - Crystal
<b>Registration / Exhibits / Harmony Marketplace</b>	2:00pm-6:00pm	Marriott - Landmark
Harmony STL Show*	7:00pm-10:00pm	TBD
BHS Staff Party	7:30pm-10:00pm	Offsite
<b>Tuesday, June 30</b>		
Local Committee Office	All Day	AC - 163
Chorus Rehearsal Rooms	7:00am - 11:59pm	AC - 100, 102, 103, 105, 130, 132 (Ready), 123/124, 120/127, Marriott - Crystal, Hilton - Gateway II-IV, Grand C-G
Quartet Warm-up Rooms	7:00am - 11:59pm	AC - 121, 122, 125, 126
Photo Room	7:00am - 11:59pm	AC - 131
BarberTots	7:00am - 11:59pm	AC - 143
The Woodshedders Room	9:00am-11:59pm	Marriott - Parkview/Aubert
Education Classes	8:00am-5:00pm	Marriott - Westmoreland/Kingsbury, Pershing/Lindell
Registration / Exhibits / Harmony Marketplace	9:00am-6:00pm	Marriott - Landmark
<b>Sing-in Quartet Contest</b>	9:45am-3:00pm	Marriott - Majestic
Next Generation Varsity Quartet Briefing	12:00pm-1:00pm	AC - 132
<b>NextGen Varsity Quartet Contest</b>	5:00pm-9:30pm	America's Center Dome
Judge Dinner	6:00pm-8:00pm	Offsite - TBD
<b>Opening Night Party</b>	9:30pm-11:59pm	Marriott - Majestic
<b>Wednesday, July 1</b>		
Local Committee Office	All Day	AC - 163
Chorus Rehearsal Rooms	7:00am - 11:59pm	AC - 100, 102, 103, 105, 130, 132 (Ready), 123/124, 120/127, Marriott - Crystal, Hilton - Gateway II-IV, Grand C-G
Quartet Warm-up Rooms	7:00am - 11:59pm	AC - 121, 122, 125, 126
Photo Room	7:00am - 11:59pm	AC - 131
BarberTots	7:00am - 11:59pm	AC - 143
The Woodshedders Room	9:00am-11:59pm	Marriott - Parkview/Aubert
Education Classes	8:00am-5:00pm	Marriott - Westmoreland/Kingsbury, Pershing/Lindell
District President's Meeting	9:00am-11:00am	Marriott - Hawthorne/Lucas/Flora
Registration / Exhibits / Harmony Marketplace	9:00am-6:00pm	Marriott - Landmark
<b>Quartet Quarterfinals Session #1</b>	9:45am-3:30pm	America's Center Dome
<b>Quartet Quarterfinals Session #2</b>	4:30pm-10:00pm	America's Center Dome

<b>Vocal Spectrum 20th Anniversary Party</b>	10:00pm-11:59pm	Marriott - Majestic
Harmony Brigade Singing	10:00pm-11:59pm	Marriott - Westmoreland/Kingsbury
<b>Thursday, July 2</b>		
Local Committee Office	All Day	AC - 163
Chorus Rehearsal Rooms	7:00am - 11:59pm	AC - 100, 102, 103, 105, 130, 132 (Ready), 123/124, 120/127, Marriott - Crystal, Hilton - Gateway II-IV, Grand C-G
Quartet Warm-up Rooms	7:00am - 11:59pm	AC - 121, 122, 125, 126
Photo Room	7:00am - 11:59pm	AC - 131
BarberTots	7:00am - 11:59pm	AC - 143
<b>50 year Member Breakfast</b>	7:30am-9:00am	Marriott - Pershing/Lindell
General C&J Meeting	8:30am-9:20am	Marriott - Portland/Benton
BHS Town Hall	9:00am-9:50am	Marriott - Majestic
Registration / Exhibits / Harmony Marketplace	9:00am-6:00pm	Marriott - Landmark
The Woodshedders Room	9:00am-11:59pm	Marriott - Parkview/Aubert
<i>Category Meetings Administrative Category</i>	9:30am-10:00am	Marriott - Portland/Benton
Musicality Category	9:30am-10:00am	Marriott - Lucas
Performance Category	9:30am-10:00am	Marriott - Hawthorne
Singing Category	9:30am-10:00am	Marriott - Flora
WHC Rehearsal Rooms	10:00am - 11:59pm	Marriott - Lucas, Flora, Hawthorne
<b>Gold Medal Hour - Lemon Squeezy</b>	10:00am - 10:50am	Marriott - Majestic
Education Classes	1:00pm - 5:00pm	Marriott - Westmoreland/Kingsbury, Pershing/Lindell
<b>Gold Medal Hour - Vocal Majority</b>	11:00am-11:50am	Marriott - Majestic
<b>World Harmony Showcase*</b>	1:00pm - 3:30pm	Marriott - Majestic
<b>Quartet Semifinals</b>	5:00pm-9:15pm	America's Center Dome
<b>Afterglow</b>	9:30pm-11:59pm	Marriott - Majestic
Harmony Brigade Singing	10:00pm-11:59pm	Marriott - Westmoreland/Kingsbury
<b>Friday, July 3</b>		
Local Committee Office	All Day	AC - 163
Chorus Rehearsal Rooms	7:00am - 11:59pm	AC - 100, 102, 103, 105, 130, 132 (Ready), 123/124, 120/127, Marriott - Crystal, Hilton - Gateway II-IV, Grand C-G
Quartet Warm-up Rooms	7:00am - 11:59pm	AC - 121, 122, 125, 126
Photo Room	7:00am - 11:59pm	AC - 131
BarberTots	7:00am - 11:59pm	AC - 143
Friends of Bill W	8:00am-9:00am	Marriott - Pershing/Lindell
Registration / Exhibits / Harmony Marketplace	9:00am-6:00pm	Marriott - Landmark
The Woodshedders Room	9:00am-11:59pm	Marriott - Westmoreland/Kingsbury
<b>Chorus Contest Session #1</b>	9:45am - 1:30pm	America's Center Dome
<b>Chorus Contest Session #2</b>	2:45pm - 6:00pm	America's Center Dome
<b>AIC Show*</b>	7:30pm - 10:00pm	Stifel Theatre
Harmony Brigade Singing	10:00pm - 11:59pm	Marriott - Westmoreland/Kingsbury
AIC Cast Party	10:30pm - 1:00am	Stifel Theatre
<b>Afterglow</b>	10:30pm - 11:59pm	Marriott - Majestic
<b>Saturday, July 4</b>		
Local Committee Office	All Day	AC - 163
Chorus Rehearsal Rooms	7:00am - 11:59pm	AC - 100, 102, 103, 105, 130, 132 (Ready), 123/124, 120/127, Marriott - Crystal, Hilton - Gateway II-IV, Grand C-G
Quartet Warm-up Rooms	7:00am - 11:59pm	AC - 121, 122, 125, 126
Photo Room	7:00am - 11:59pm	AC - 131

BarberTots	7:00am - 11:59pm	AC - 143
Registration / Exhibits / Harmony Marketplace	9:00am-1:00pm	Marriott - Landmark
The Woodshedders Room	9:00am-11:59pm	Marriott - Westmoreland/Kingsbury
<b>Chorus Contest Session #3</b>	9:45am - 4:30pm	America's Center Dome
<b>Quartet Finals &amp; Finale</b>	6:00pm-10:00pm	America's Center Dome
AIC Reception (Invitation Only)	10:00pm-11:59pm	AC Ballroom
Harmony Brigade Singing	10:00pm - 11:59pm	Marriott - Westmoreland/Kingsbury
AIC Purdy Corral	10:00pm-1:59am	Embassy Suites
<b>Chorditorium</b>	10:00pm-1:59am	Marriott - Majestic
COLOR LEGEND: Green = Must Photograph / Yellow = Highly Encouraged		