

## Photographic Services

### Documents:

24 photographic sessions of new acquisitions, existing works, exhibitions, and commissions in a variety of media, shapes and sizes.

### Where:

No.1 Capitol District Building  
250 South Hotel Street, 1<sup>st</sup> floor, Museum Support Area

### Time:

Within the hours of 9am and 8:30pm

Provided by the SFCA: Backdrop paper, art handling

### Photographer provides:

- Equipment and all supplies for digital documentation.
- **For each artwork photographed: TIFF digital file (3,000-4,000 pixels across the long dimension @ 300ppi minimum), full sized and cropped JPEG files (3,000 – 4,000 pixels across the long dimension @ 300ppi minimum), 72ppi @ 6 inches across the long dimension, 4 x 6 @ 300ppi, and 24 x 36 (or equivalent) @ 300ppi.**
- Photographer must grant use rights for all digital documentation of the images to the SFCA as work for hire, for unlimited use. Uses include collection registration, digital imaging, exhibition catalogues, magazines, and publicity. Photographer must be adept at Photoshop.
- Quote based on:  
24 photo sessions. From August 1, 2023 – July 31, 2024  
Average 3½ hour photo shoot to document approximately 20 works of art.

**Please provide with bid submission:**

1. Please provide total bid for all 24 sessions. Do not place bid itemizing each session. This is for 24 3½ hour photo shoots to document up to 20 works of art. PLEASE PROVIDE THE TOTAL AMOUNT OF ALL 24 PHOTOSHOOTS EXECUTED INCLUDING DIGITAL PROCESSING.
2. List of art collections photographed in the past with examples
3. Acceptance of the terms that photographer must grant use rights for all digital documentation of the images to the SFCA as work for hire, for unlimited use. Uses include collection registration, digital imaging, exhibition catalogues, magazines, and publicity.