

**Request for Proposal
Photography
Harriet Beecher Stowe Center
Hartford, CT**

Vendor Instructions: Please indicate estimated length of time required to complete on-site work, including if Photo Session 1 needs to be done over more than one session. Provide price estimates and possible schedule for all sessions. Please note that session may be able to overlap depending on time

Images to be used for: HBSC website, social media, print materials including program brochures, Year in Review. HBSC wants some overview and some close up images. Shots people looking interested and engaged are important. In addition, images without people will be used for postcards and a booklet, both to be sold in Stowe Center Museum Store.

PHOTO SESSION 1: Objective: Photograph staged volunteers who will act like tourists at the Harriet Beecher Stowe Center. Goal is to capture as much visitors/guide interaction as possible. HBSC will recruit volunteers and process photo releases. To be conducted on a weekday after 5 PM or during the day if it is convenient.

Staged Photography

Visitor Center

Back Room – seated group, book wall
Museum Store – visitors browsing
Front Desk – visitor ticket purchase

Stowe House

Exterior shots of the house
Inspiration Gallery
Dining Room
Turmoil room – Photos of the table that Harriet Beecher Stowe used to write *Uncle Tom's Cabin*
Front Parlor
Front Hall – Photos of an anti-slavery petition
Stowe's Bedroom – Including photos of National Era newspaper
Impact Gallery – Various shots of *Uncle Tom's Cabin* empherama
Kitchen – Including photos of table that has visitors comments

*Some spaces to be captured **with adults/families** and then also **only with children** as in a school group, e.g. students in front parlor with documents and writing in select rooms.

*Special set up for Spirits at Stowe – 4 scenes with props

PHOTO SESSION 2: Objective: Photograph visitors on tour. To be held during Stowe Center open hours -- weekends would be best/most foot traffic, either Saturday 10 AM – 5 PM or Sunday Noon – 5 PM. Goal here is to photograph actual visitors (not volunteers pretending to be visitors). HBSC will handle photo releases. Same locations as Photo Session 1.

PHOTO SESSION 3: Objective: Headshots of the Stowe Center’s Executive Director. A selection of shots in various room in the Stowe House. A separate shoot is not required for this. It can be done during PHOTO SESSION 1.

Please note that no flash photography, tripods or video recordings are allowed in the Stowe House but photographers may bring lighting, pending approval from the Stowe Center.

SUBMIT INSTRUCTIONS

Include the following items in your submission packet

1. Proposed schedule – The project would start in early May.
2. Proposed budget
3. Selection of photographs (approximately 5 – 10) that best show your aesthetic.
4. Website and/or Instagram account information

The final packet should be sent to: vnabeta@stowecenter.org

Subject line: **Stowe Center Photography Project**

Submission deadline: **April 27**

Submissions will be reviewed as they are received. Only selected photographers will be contacted for additional discussion.