



## **Proposal for Event and Facilities Photography for The City of Woodcreek**

### **Introduction and Company Information**

Charles Quinn Photography welcomes the opportunity to bid on photography services for The City of Woodcreek. In this proposal, Charles Quinn Photography will be referred to as The Photographer, and The City of Woodcreek will be referred to as The Client.

The Photographer takes pride in providing high-quality photography services to Central Texas for over 15 years. Primary specialties include event, architecture, and headshot photography. Event photography services are provided for private events, galas, fundraisers, and corporate events of all sizes. Architecture photography services are provided to residential and commercial architects, builders, and interior designers. Headshot photography is provided to individual clients of various professions as well as teams and high-volume settings in which hundreds of people may be photographed.

Events have been photographed in everything from beautiful, well-lit locations to poorly lit locations with little character. Event photography requires The Photographer to be flexible and skilled in adjusting to the environment to provide the best photographs possible.

Architecture photography is performed for homes and commercial facilities including light industrial, hospitality, food service, education, medical, and general office space. A variety of photography techniques are used to ensure that photographs enhance the reputation of clients.

In performing headshot photography, The Photographer is experienced in using studio lighting, natural lighting, and a combination of the two to create photographs that make subjects look their best. When outside the studio, photographing people requires flexibility in working with available lighting, whether relying solely on available light, or enhancing it by adding additional light from strobes and light modifiers.

### **Qualifications and Approach**

The Photographer has completed 21 hours of commercial photography coursework at Austin Community College and regularly does continuing education to improve technical skills. As digital photography evolves, regular education is important to update both photography and post processing skills.

The Photographer prefers a collaborative approach to photography. This improves efficiency by speeding up photo sessions and post-production. It also helps ensure images meet The Client's expectations. It is helpful if The Client provides as much information as possible about their vision and expectations prior to a photo shoot. Providing shot lists and run-of-shows provides structure to a photo session and clarifies expectations.

When jobs require more than one photographer, The Photographer takes care to hire professional photographers with experience in the type of photography to be performed. These

photographers have the technical and interpersonal skills to capture quality photographs and work with clients in a professional manner.

The Photographer makes every effort to get digital proofs or final images to the client within one week of a photo session. The Photographer uses Box, Dropbox, and Google Drive for photo delivery. If photographs cannot be delivered within one week The Photographer will notify The Client before the photo session, or as soon as possible.

A portfolio of The Photographer's event and headshot photography is at the following website. A list of clients is on the About page.

<https://www.cquinnphoto.com>

A portfolio of The Photographer's commercial architecture photography is at the following URL:

<https://www.cquinnphoto.com/Commercial-Architecture-Photography-Austin>

Client reviews can be reviewed on The Photographer's Google Business listing. References can be submitted, if requested:

<https://www.google.com/search?client=firefox-b-1-e&q=charles+quinn+photography>

## **Pricing**

Event Photography - \$200 per hour, includes post processing.  
This rate is discounted from The Photographer's standard rate of \$265 per hour.

Second Photographer - \$115 per hour, includes post processing.

Architecture/Facilities Photography - \$250 per hour, includes two hours of post processing for each hour of photography. This rate is discounted from The Photographer's standard rate of \$300 per hour. Additional post processing is \$90 per hour.

Team Headshot Photography - \$65 per person when five or more people are photographed during the same session. Includes one fully retouched headshot per person. This rate is discounted from The Photographer's standard team headshot rate which begins at \$95 per hour.

An invoice for payment in full within 30 days is sent when photos are delivered.

This proposal is respectfully submitted on March 26, 2025, and is valid for 90 days.

Charles Quinn  
Charles Quinn Photography  
Email: [charles@cquinnphoto.com](mailto:charles@cquinnphoto.com)  
Phone: 512-627-2428

Attachment: Certificate of Insurance




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Cory Pack 121 Hall Professional Center, Ste D  Kyle TX 78640		<b>CONTACT</b> NAME: Cory Pack PHONE (A/C No. Ext): 512-268-7225 FAX (A/C No): E-MAIL: ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : State Farm Lloyds NAIC # 43419 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
<b>INSURED</b>  CHARLES QUINN PHOTOGRAPHY LLC DBA COMPOSITE PH 281 JOY HOLW  BUDA TX 78610-3070			

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			90-B7-N078-6	01/21/2025	01/21/2026	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMPI/OP AGG \$ 2000000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  This form was system-generated on 03/26/2025