



Request For Proposal: **Photographer for 2026 Mayor's Character Breakfast**

Issued by:

Lee's Summit CARES

Event Date:

January 15, 2026

Proposal Deadline:

September 30, 2025

Event Location:

John Knox Village Pavilion - Lee's Summit, MO

Contact:

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Overview:

Lee's Summit CARES invites proposals from photographers to visually document the 2026 Mayor's Character Breakfast, an annual celebration of positive character in our community attended by nearly 600 guests.

Scope of Work:

- Onsite photography for 2–3 hours
- Capture candid moments, keynote speakers, award recipients, and atmosphere
- Group photos of honorees and key attendees
- Post-event editing of 75–150 high-resolution images
- Delivery of digital gallery within 3 weeks
- All photos to be licensed for unrestricted use by Lee's Summit CARES
- Flexibility to work with venue restrictions and nonprofit budget

Proposal Requirements:

- Portfolio of similar event photography
- Pricing and package options
- Editing turnaround timeline
- Proof of insurance and business license
- List of equipment used
- References from at least 2 past clients