

**Estimate Request  
Digital Media Brief - Job #**

**Description:** (insert location of shoot)

Please provide a quote that is a flat rate total for providing all of the services listed below.

(insert shot list here)

**Contacts:** (insert contact for location to be photographed)

**Photographer:** (enter photographer name here)

**Usage & Agreement:** Please refer to attached Special Terms and Conditions.

**Image size/format requirements:**

Photos: Tiff format

Publications:

-8.5" x 11" Vertical and Horizontal and allow for bleed

-11" x 17" Horizontal with bleed

Allow options that position subject to left or right of center for use in two page spread in order to keep subject out of gutter.

Web:

-12" x 4"

-15" x 4"

Allow options that position subject to right and left of center so text can occupy opposite side of image. Or background only image for composition purposes.

Video:

Size: 3840 x 2160 (16:9) preferred (4K)

1920 x 1080 (16:9) acceptable

Codec: Intermediate format

Audio: not required for b-roll

**Delivery –**

Discs and hard drives should be marked and identified with name of shoot and date. All model releases should be delivered with digital media. Deliver to:

Sarah Hauser

Virginia Tourism Corporation

901 East Cary Street, Suite 900

Richmond, VA 23219

**Please submit bid to:**

Sarah Atkins, [satkins@virginia.org](mailto:satkins@virginia.org), 804-545-5515

Virginia Tourism Authority  
Doing business as Virginia Tourism Corporation (VTC)

Special Terms and Conditions

**Brief #**

1. All digital media created, developed and/or produced under this Digital Media Brief shall become the sole property of VTC. VTC has unlimited usage rights to all such digital media for an unlimited time to promote Virginia destinations at no additional cost to VTC. (Note: Digital media is defined, for this purpose, as any document or file delivered to VTC under this Digital Media Brief)
2. VTC has the right to use and share digital media without restriction.
3. Digital media may be used or shared by VTC, local tourism offices, the Virginia Film Office, Virginia State Parks, Virginia state agencies, and any other entity VTC deems appropriate in promotional publications, websites, advertising, editorial, advertorial, press kits, video multimedia, social media, the official Virginia state roadmap, and all forms of media, or any other use VTC deems appropriate at no additional cost to VTC.
4. Photographer shall hire and pay for models as needed for the project and provide VTC with signed model releases for any images that include a recognizable face. These releases shall give the VTC and their representatives and/or assigns the right and permission to publish and share, without charge, the digital media.
5. Photographer will provide VTC with signed property releases when necessary, as determined by the VTC, for any imagery that includes a recognizable destination. These releases shall give the VTC and their representatives and/or assigns the right and permission to publish, without charge, the digital media.
6. Photographer and/or model(s) may use the digital media in their portfolio. Any other use of digital media by photographer or model(s) shall be approved by VTC in writing prior to use.
7. Photographer may not sell, lease, or otherwise convey ownership or authorization for use of digital media created, developed and/or produced on behalf of VTC to any other entity without explicit approval from VTC in writing.
8. VTC is exempt from taxation as a public body corporate and as a political subdivision of the Commonwealth.
9. Payment Terms - All services provided shall be performed to the satisfaction of VTC and in accordance with all applicable federal, state and local laws ordinances, rules, policies and regulations. Payment for services will be made within thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later. This provision shall not affect offers of discounts for payment in less than 30 days, however. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail.