



P.O. BOX 388 • ELKINS, WV 26241 • OFFICE: (304) 636-1824 • WWW.FORESTFESTIVAL.COM

### **2025 Official Photographer Bid 87th Mountain State Forest Festival**

1. The photographer is required to be present from Saturday, September 27 through Sunday, October 5, 2025.
2. The photographer will need to be available for TBD Pre-Festival dates. Sessions include Minor Court Picnic (June 22) and Maid Silvia Formal Gown Portraits.
3. The outline of each day is to be discussed in depth upon bid acceptance. Details are subject to change as requested by the Queen's Department.
  - a. Saturday, September 27: Photography begins with the Opening Ceremony. The photographer will accompany the Queen and Maids around for afternoon and evening activities such as Irish Road Bowling, Cornhole Tournament, and Kickoff Party.
  - b. Sunday, September 28: The photographer will take pictures at the start of the 10K/5K and stay in the general area to take pictures of the Parade of Children, Children's Fest, Car Show, and Downtown Stage Entertainment.
  - c. Monday, September 29 – Wednesday, October 1: The photographer will meet the Royal Court at 8:00 AM to begin the day. The photographer will accompany the Queen and Maids around for the day's business tours to take staged and candid photos.
    - i. Monday, September 29: Business Tours; Pickens School Tours; Pet Show
    - ii. Tuesday, September 30: School Tours; Queen's Luncheon (formal photos); Sponsor Reception
    - iii. Wednesday, October 1: School Tours; Photography Exhibit
  - d. Thursday, October 2: The photographer will meet the Royal Court at 8:00 AM to begin the day of business tours. Tours typically end between 2:00 – 3:00 PM. The photographer will arrive at the Phil Gainer Community Center for the Distinguished Guest Dinner no later than 6:00 PM.
  - e. Friday, October 3: The photographer will meet at 8:00 AM for Coronation Practice. Formal pictures (individual and group) will be taken at approximately 12:45 PM at Halliehurst. Formal pictures during Coronation will be taken at the bottom of D&E hill. Queen's Ball begins at 9:00 PM where more formal photos will be taken.
  - f. Saturday, October 4: The photographer will meet the Royal Court at 8:00 AM for morning activities including the Lumberjack Contest, Primitive Campers, and City Park Tour, followed by the Grand Feature Parade.
  - g. Sunday, October 5: Closing Ceremonies
4. Travel is required as part of the contract. Travel to Coalton, Pickens, Mill Creek, and Harman is required. The MSFF does not pay for fuel. The MSFF does not typically cover the cost of meals, exceptions may be made in certain circumstances.
5. The photographer must provide the Mountain State Forest Festival with **edited**, digital copies of all photos. The photographer must have a website or the ability to provide a digital platform to allow Royal Court members to view and purchase photos.





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6. The photographer should have a knowledgeable understanding of taking quality photographs in different lighting environments. The MSFF does not provide any equipment. A portfolio of work is encouraged to accompany the bid.
7. While not required, the Photographer is encouraged to sub-contract a secondary photographer to assist with coverage. This arrangement should be included in the bid. The MSFF acknowledges that some events occur simultaneously, and a second photographer can help ensure broader coverage. For example, one photographer may be stationed at the top of Coronation Hill, while the other captures moments from the bottom.
8. The Photographer has the opportunity to earn additional income by offering parents and others picture packages. \*Details will be discussed.
9. The photographer is required to collaborate with the official scrapbooker to provide digital photos of the queen throughout her reign.

The Mountain State Forest Festival will be accepting bids until the 30th day of May 2025. Bidders will be notified by June 4, 2025, of acceptance or denial. We thank you for your consideration of becoming the Official Photographer for the 87th Mountain State Forest Festival. Bids can be dropped off at the festival office at 10 11th Street, Suite F, Elkins, WV 26241 or emailed to [contact@forestfestival.com](mailto:contact@forestfestival.com).

