

Request for Proposal (RFP): Graphic Designer

Jazz in June is seeking the services of a graphic designer to produce marketing materials needed to successfully brand the 2019 Jazz in June festival in Norman, Oklahoma. Jazz in June is a 501(c)(3) nonprofit organization.

Project Description

Jazz in June is seeking online proposals to establish a contract for the purchase of graphic art and/or design work. The scope of work is to design graphic art products for the 2019 Jazz in June music festival. These products include a brand mark for the festival that will be used on t-shirts, print media and electronic media, including the program guide. The designer works directly with Lovelady and Associates, the marketing consultant for Jazz in June on design and content specifications.

Scope of Work and Compensation

The contract services will begin at contract signing (approx. January 17-20) and run through June 30, 2019 with the possibility of contract renewal for an additional year.

Please note that the design/ownership/copyright and original source files must remain with Jazz in June and that all work product created as part of this project will be the sole property of Jazz in June.

The successful candidate will develop an updated logo to be used in all visual materials for the 2019 festival. The graphic must be produced in electronic format and be adaptable for use in the production of print and online ads, web and social media content, posters, flyers, and merchandise (i.e. t-shirts). The successful candidate will also produce the layout for additional written materials such as posters and a program guide. Once chosen, the successful candidate will be asked to create and submit at least three concepts for the festival image and may be asked to make up to two edits or corrections once the primary image is selected.

Compensation for the above scope of work is \$2500.

Submission Information

Description of experience and portfolio (preferably music-event related) and/or 3 to 5 samples indicating relevant design work (web links or URLs are sufficient). The brand mark for the 2018 festival can be found on our website at www.jazzinjune.org.

Submissions must be received by Midnight on January 15, 2019.

Artist selection to occur January 17th with the project to commence upon contract signing. New brand mark for the festival will be unveiled on March 2nd at the Meet Me on Bourbon Street/Mardi Gras event.

Submit via email to: Sheryl Lovelady, Lovelady & Associates
sheryl@sheryllovelady.com