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Terms of Reference

Photography and Videography Services

Dhonsihtheeb Award Ceremony – 15 February 2026

1. Background

The **Dhonsitheeb Award Ceremony** is scheduled to be held on **15 February 2026**. The event aims to recognize and honour individuals who have made outstanding contributions. To professionally document this important occasion, photography and videography services are required.

2. Objective

The objective is to engage a qualified photographer and videographer to capture high-quality visual documentation of the Dhonsitheeb Award Ceremony for reporting, promotional, and archival purposes.

3. Scope of Work

Photography

- Capture key moments of the event, including:
 - Venue setup and decorations
 - Arrival of guests and dignitaries
 - Opening ceremony
 - Award presentations
 - Group photos of award recipients
 - Audience engagement and candid moments
- Provide a minimum of **high-resolution edited photographs** suitable for print and digital use.

Videography

- Full video coverage of the event, including:
 - Opening and closing segments
 - Award presentations
 - Key speeches
 - Audience highlights
- Produce:
 - One **full-length edited video** of the ceremony
 - One **short highlight video** (3-5 minutes) for promotional use



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David
J. Wu

4. Deliverables

- Edited high-resolution photographs (digital format)
- Full edited event video
- Highlight video
- All files to be delivered via USB drive or online transfer within an agreed timeframe

5. Event Details

- **Event:** Dhonsihtheeb Award Ceremony
- **Date:** 15 February 2026
- **Venue:** Fuvahmula school hall

6. Duration

The assignment will cover the full duration of the event, including pre-event setup and post-event activities as required.

7. Ownership and Usage Rights

All photos and videos produced under this assignment shall be the property of the organizing committee, with full rights for official use, publication, and promotion.

8. Reporting and Coordination

The service provider will coordinate closely with the event organizing committee to ensure all key moments are captured as required.

9. contact information regarding the event 7237900

