



## Terms of Reference

### Photography and Videography Services

#### Dhonsitheeb 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



A handwritten signature in blue ink, appearing to be 'I. Hany', is written over the bottom right portion of the official seal.



#### 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

