



January 9, 2015

Request for Proposal (RFP)
Current Newsletter – Graphic Design & Project Management Services

This serves as a Request for Proposal (RFP) regarding Graphic Design and Project Management Services for the 2015 issues of *Current Newsletter* produced by The Woodlands Convention & Visitors Bureau (TWCVB).

Current Newsletter is a four-color process publication which is distributed quarterly to geographic areas of Montgomery County, Spring and surrounding communities and organizations (i.e. The Woodlands Area Chamber of Commerce, Conroe Chamber of Commerce, North Houston Association and an internal list that is compiled and maintained by TWCVB.)

The Graphic Design and Project Management Services include:

- Layout design of Newsletter and Insert (Includes articles and photos.)
- Editing, proofreading* (Please include a fee for an internal/external proofreader.)
- Layout printer ready files with printer (Includes delivery of files to printer.)
- Print servicing (Includes getting 3 bids on printing quotes – Quantity: 12,000.)
- Photography (As needed – Photos of actual stories will be needed. Include cost for photographer.)
- Outline content (With TWCVB Marketing Specialist.)
- Gather content from appropriate sources
- Copywriting, editing and proofreading* (Please include a fee for an internal/external proofreader.)

Please remit proposal by **Noon on Friday, January 16, 2015** via email, Megan.Lichenstein@thewoodlandscvb.com.

Sincerely,

Megan Lichenstein, Marketing Specialist
The Woodlands Convention & Visitors Bureau