

Quotation Request for Photographer/Videographer Services

Hong Kong Arts Administrators Association (HKAAA)
Cultural Exchange Delegation to Korea (25–30 March 2026)

Deadline for Submission: 10 March 2026, 2PM (HKT)

Submission Email: info@hkaaa.org.hk (Include portfolio links and proposed fees).

Scope of Work

We are seeking a **single professional capable of both photography and videography** to document our delegation trip in **Seoul and Jeonju**, capturing high-quality visuals for **promotional and archival purposes**.

Expectation and Deliverables

1. Photography

- **Retouched Photos:** A selection of edited images shared via an online folder (organised by date/venues) for all participants of the trip, delivered within **1-week post-trip**.
- **Full Archive:** All original photos provided to HKAAA.

2. Videography

- **1x Landscape Video (2 mins):** For **YouTube**, showcasing delegation highlights with branding for HKAAA.
Delivery: Two weeks after post-trip debriefing (around mid-May 2026).
- **2x Portrait Videos (1 min each):** Optimised for **Instagram Reels**, focusing on key moments (e.g., performances, networking).
Delivery: **Gradually between 3 to 6 days after 30 March** (to allow for staged social media content).

3. Attend and Take footages on Pre- and Post-Trip Engagement Events, which happens on

- 17 March, 7:30pm-9pm
- Late April or Early May (date tbc), 7:30pm-9pm

4. Mood Board (Optional):

Creative proposals (e.g., "cultural industrialisation" visuals) are welcome but not mandatory.

Service Conditions

Covered by HKAAA:

- Round-trip flights (Hong Kong – Seoul)
- 6-day Accommodation with breakfast in hotel
- Partial transportation (covered four days as per itinerary)
- Per Diem: Total HKD 2,500 for 6-day (covering meals and additional transport for two days)

To be Quoted:

- **Production fee** (lump sum for all deliverables)

Requirements:

- **Portfolio** demonstrating experience in **event/arts documentation** (both photography and videography).
- **Full availability** for the entire delegation trip (25–30 March 2026).

Why This Opportunity?

- Expand your portfolio with **international cultural documentation**
- Network with **arts leaders** from Hong Kong and Korea
- Capture **high-value content** of Korean arts and culture
- Gain exposure to **Asian markets** and potential collaborations
- Enhance **cross-cultural storytelling** skills in a professional setting
- Contribute to **HKAAA's international brand presence**
- Ideal for creatives seeking **global experience and meaningful projects**

For any questions, please call 2877 7268 or WhatsApp 9571 3306 during working hours.
