



## **Oregon Cultural Heritage Commission Seeks Proposals for Graphic Design**

**RFP Submission Deadline: December 20, 2013 5:00 PM**

### **BACKGROUND:**

The Oregon Cultural Heritage Commission discovers, celebrates, and commemorates Oregon's diverse cultural and literary legacy, raising awareness through media, memorials, and public events. Formed in 1988, OCHC believes in the importance of cultural memory, assuring the past a place in the present. As our culture continues making critical choices about the wide-ranging issues of the day, it is vital that we bring the wisdom and experience of our forbears into the discussion. To learn more, visit <http://www.ochcom.org>.

In March 2012, OCHC launched a new project, "Russell Lee in the Pacific Northwest: Documenting Japanese American Farm Labor Camps." The project will produce a traveling exhibition that will examine photographs of four labor camps in Oregon and Idaho, documented by Farm Security Administration photographer Russell Lee in the summer of 1942. The exhibition will debut in September 2014 at the Four Rivers Cultural Center in Ontario, Oregon, then travel to sites throughout the Pacific Northwest and beyond. This program is supported by grants from the National Park Service Japanese American Confinement Sites Grant Program; Idaho Humanities Council, a State-based Program of the National Endowment for the Humanities; and the Malheur County Cultural Trust. The Four Rivers Cultural Center, Snake River Valley Chapter of the Japanese American Citizens League, and the Oregon Historical Society have provided additional support. To learn more about the project, visit <http://www.ochcom.org/Lee.html>.

### **RFP PROJECT SUMMARY:**

OCHC is seeking graphic design services for the traveling exhibition "Russell Lee in the Pacific Northwest: Documenting Japanese American Farm Labor Camps." The exhibition will feature forty-five framed black and white photographs as well as two to three text panels to contextualize the images. Graphic design services are sought for an integrated suite of text panels, labels to accompany the photographs, and take-away materials for visitors to the exhibition, such as postcards. All text and photographs for the materials will be provided by OCHC. Additionally, PDFs of the text panels will be uploaded to the OCHC website so that smaller cultural institutions may download them. Budget proposals should also include estimates of printing costs, as graphic designers will be asked to coordinate the printing of the materials.

**SCHEDULE OF EVENTS:**

|                                                    |                |
|----------------------------------------------------|----------------|
| Solicit responses to RFP:                          | December 2013  |
| Select website development team:                   | January 2014   |
| Present design concepts to project directors:      | April 2014     |
| Present final graphic design to project directors: | June 2014      |
| Print panels and labels:                           | Late July 2014 |
| Debut exhibition at Four Rivers Cultural Center:   | September 2014 |

**PROPOSAL REQUIREMENTS:**

Send an email with the proposal, including a budget outline, as well as a resume or C.V. as PDF attachments to [encanto@ochcom.org](mailto:encanto@ochcom.org) with the subject line "RFP graphic design."

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**CONTACT:**

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