



222 Chalan Santo Papa, Reflection Center, Suite 106, Hagåtña, GU96910
T. 671 472 4460/1 | F. 671 472 4465 | E. info@humanitiesguahan.org | www.humanitiesguahan.org

REQUEST FOR PROPOSAL

GRAPHIC DESIGN AND LAYOUT SERVICES

FOR THE HUMANITIES GUÅHAN PROJECT, “UNINCORPORATED:
VOTING, VOICES AND VISIONS FOR GUÅHAN”

RELEASE DATE: **November 30, 2020**

DUE DATE: **December 15, 2020**

Humanities Guåhan (HG) is requesting proposals from graphic designers and digital artists to work with HG in creating visually compelling print and digital designs for an online and printed magazine for the upcoming project, *Unincorporated: Voting, Voices and Visions for Guåhan*. This project will explore CHamoru perspectives on voting in relation to Guam’s political status and decolonization.

PROJECT GOALS & SCOPE OF SERVICES

Work shall include collaborating with the Humanities Guåhan team on design elements including print and digital layout of visual art images, historical photographs, essays, and creative writing for the magazine, as well as designing a project logo, images for project print ads, digital flyers and impressions for project communications.

LOGISTICAL CAPACITY

- Consult regularly with HG staff via telephone and/or Zoom, and provide timely updates
- Provide files compatible with Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Microsoft Word
- Produce final design and materials that are suitable for printing by a separate contractor

EXPERIENCE

- Proven expertise in the creative process of designing print and web content is essential
- Previous graphic design and visual communication work is required

- No particular accreditation/s required, but is preferred

ESTIMATED PROJECT TIMELINE

These services are required through April 2021, with the following timeline:

December 2020

- Design a project logo
- Develop project print ads, digital flyers and impressions for two project webinars in January 2021
- Begin work on magazine layout and design, both digital and print versions

January 2021

- Continue work on magazine layout and design
- Develop project print ads, digital flyers and impressions for February and March 2021 webinars

February 2021

- Finalize layout and design for digital and print magazine
- Develop project print ads, digital flyers and impressions for the final webinar in April 2021

March 2021

- Create digital designs for project print ads, digital flyers and impressions for the social media campaign for the magazine launch and publication in April
- Assist in making any needed final edits and other changes to the magazine layout prior to its online launch and printed publication

April 2021

- Prepare final magazine file for printing and for online distribution through HG's website
- Launch and publication of magazine

PROPOSAL ELEMENTS

Proposals, at the minimum, must include a portfolio of previous work and a description outlining any distinguishing skills or capabilities as they might relate to the project.

SUBMISSION

Proposals should be submitted to Kimberlee Kihleng, Executive Director, at kkihleng@humanitiesguahan.org. All questions regarding this proposal may be directed to Nicole Dueñas at nduenas@humanitiesguahan.org or 472-4461.

ABOUT OUR ORGANIZATION

Humanities Guåhan is a nonprofit organization that is affiliated with the National Endowment for the Humanities, an independent federal agency. Humanities Guåhan is dedicated to promoting public humanities programming for the people of Guam, providing foundational support and educational resources for our island.