

Vendor Bid For: Video Production Services

Date of Contract: May 26 & 27, 2017

Vendor Bid For:	Video Services																																				
Terms of Agreement:	<p>The video company will provide video production services at the BCSD spring graduation services that will take place Friday, May 26th & Saturday, May 27th. The video company will also provide pre-graduation services as listed in the scope of work section below. The video company must have adequate and up to date equipment and be knowledgeable of the technology needed to perform the work stated below.</p>																																				
Services / Scope of Work:	<ul style="list-style-type: none"> Video the graduation ceremony for each of the district's six high schools as follows: <table border="1" data-bbox="646 615 1414 835"> <tr> <td>Friday, May 26</td> <td>Westside High</td> <td>5:00 PM</td> </tr> <tr> <td>Friday, May 26</td> <td>Howard High</td> <td>8:00 PM</td> </tr> <tr> <td>Saturday, May 27</td> <td>Rutland High</td> <td>9:00 AM</td> </tr> <tr> <td>Saturday, May 27</td> <td>Northeast High</td> <td>12:00 PM</td> </tr> <tr> <td>Saturday, May 27</td> <td>Central High</td> <td>3:00 PM</td> </tr> <tr> <td>Saturday, May 27</td> <td>Southwest High</td> <td>6:00 PM</td> </tr> </table> Be present at each of the graduation rehearsals to ensure that the recording quality is appropriate and that logistics are established for each ceremony prior to the actual graduation. <table border="1" data-bbox="646 1052 1414 1272"> <tr> <td>Thursday, May 25</td> <td>Westside High</td> <td>9:00 AM</td> </tr> <tr> <td>Thursday, May 25</td> <td>Howard High</td> <td>11:00 AM</td> </tr> <tr> <td>Thursday, May 25</td> <td>Rutland High</td> <td>1:00 PM</td> </tr> <tr> <td>Thursday, May 25</td> <td>Northeast High</td> <td>3:00 PM</td> </tr> <tr> <td>Friday, May 26</td> <td>Central High</td> <td>9:00 AM</td> </tr> <tr> <td>Friday, May 26</td> <td>Southwest High</td> <td>11:00 AM</td> </tr> </table> <p><u>Pre-graduation services consist of the following:</u></p> <ul style="list-style-type: none"> Format a video compilation of pictures from each high school that will be shown to guests prior to the start of each graduation ceremony. This is done in conjunction with each individual school. Work with each high school and the BCSD Community Affairs Department to record the public service announcement for each high school. The PSA is pre-recorded 2 - 3 days before graduation. <p><u>Video Production will consist of the following:</u></p> <ul style="list-style-type: none"> Professional video cameras to record each graduation ceremony. Adequate equipment is mandatory so as to capture the entry of graduates during the procession as well as near the stage to capture activity in the front of the arena. 	Friday, May 26	Westside High	5:00 PM	Friday, May 26	Howard High	8:00 PM	Saturday, May 27	Rutland High	9:00 AM	Saturday, May 27	Northeast High	12:00 PM	Saturday, May 27	Central High	3:00 PM	Saturday, May 27	Southwest High	6:00 PM	Thursday, May 25	Westside High	9:00 AM	Thursday, May 25	Howard High	11:00 AM	Thursday, May 25	Rutland High	1:00 PM	Thursday, May 25	Northeast High	3:00 PM	Friday, May 26	Central High	9:00 AM	Friday, May 26	Southwest High	11:00 AM
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	<ul style="list-style-type: none">• Provide two (2) DVDs of each high school graduation to the district.• Format video production of pictures from each high school that will be shown prior to the start of each graduation ceremony.• Have in place a copy of the graduation render/file in a format that will play on Windows Media Player.• Adequate staff and technical support on hand to provide quality recording throughout the graduation ceremonies.• Live streaming capability.• All editing and revising of video should be done prior to delivery to the BCSD.