



Virginia Black Chamber of Commerce
904 Princess Anne Street, Suite 305
Fredericksburg, VA 22401
Tel: (540) 216-0021
Email: info@vablackchamber.org

Request for Proposal (RFP): Videography Services for GovCon Conference 2025

Solicitation No. 25-0609-B

Date Issued:
May 7, 2025

Overview

The Virginia Black Chamber of Commerce (VABCC) is seeking proposals from professional videographers to provide videography services for the 2025 GovCon Conference. This event, bringing together business professionals, entrepreneurs, and community leaders, will take place on Friday, June 6, 2025, in Richmond, Virginia.

The videographer's services will play a critical role in capturing the essence of this event, ensuring high-quality footage that showcases the conference's atmosphere, speakers, and attendee engagement.

Scope of Work

The selected videographer will be responsible for the following services and deliverables:

1. Videography Coverage:

- Provide comprehensive video coverage of the event, including keynote sessions, panel discussions, exhibitor booths, and attendee engagement.
- Record high-quality audio and visuals of speakers, with a focus on clarity and professionalism.
- Capture event highlights and testimonials for promotional, archival, and marketing purposes.

2. Deliverables:

- A fully edited highlight video (3-5 minutes) summarizing the key moments of the event.
- Full-length recordings of specific sessions or panels, as determined by the event organizers.
- Raw video footage files to be provided to VABCC for future use.

3. Pre-Event Coordination:

- Collaborate with the event planning team to understand the agenda, key moments, and priority areas for video coverage.
- Conduct a pre-event site visit (if necessary) to plan for equipment setup and optimize recording angles.

4. Equipment Requirements:



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- Provide all necessary camera, lighting, and audio equipment for high-quality event coverage.
- Ensure backup equipment is available to avoid disruptions due to technical issues.
- 5. **Professionalism:**
 - Arrive on time for setup and conduct yourself with professionalism throughout the event.
 - Dress appropriately to align with the professional nature of the conference.
 - Minimize disruption to event proceedings while performing assigned tasks.
- 6. **Editing and Post-Production:**
 - Deliver polished, error-free, edited content as outlined in the deliverables section.
 - Ensure a turnaround of 14 calendar days for initial draft edits for approval by VABCC.

Submission Guidelines

Interested videographers should submit a complete proposal consisting of an electronic PDF formatted attachment by **Friday, May 16, 2025**, to be considered for this opportunity. Proposals must include the following information:

Videographer/Business Information:

- Name, address, email, and phone number of the applicant or production company.
- Brief biography or company history, including years of experience and notable projects.
- 2. **Portfolio:**
 - Examples of past work showcasing event coverage and highlight reels.
 - References from past clients, including contact information.
- 3. **Proposed Project Plan:**
 - Outline of your approach, including how you will cover key aspects of the conference.
 - Timeline for editing and delivery of final products.
- 4. **Equipment Details:**
 - List of equipment to be used for filming and editing.
- 5. **Cost Proposal:**
 - Detailed pricing breakdown, including hourly or daily rates, editing fees, and any additional costs.
- 6. **Value-Added Offerings:**
 - Include any additional services or features (e.g., live streaming, on-site editing, social media teaser content).



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Submission Process

Please email your completed proposal with the subject line “DJ Proposal 25-0609-A” to info@vablackchamber.org consisting of a PDF-formatted attachment by Friday, May 16, 2025.

Late submissions may not be considered.

Selection Process

Proposals will be evaluated based on the following criteria:

- Membership Tier & Tenure with the Virginia Black Chamber of Commerce
- Relevant experience and quality of previous work
- Ability to meet the outlined needs and deadlines
- Cost-effectiveness and value for services offered
- Professionalism and clarity of proposal

Timeline

- **RFP Release Date:** May 7, 2025
- **Proposal Submission Deadline:** May 16, 2025
- **Award Notification:** May 21, 2025

Questions

For questions or further information, please contact **Michelle Riddick** at (540) 216-0021 or michelle@vablackchamber.org, cc: info@vablackchamber.org

We appreciate your interest in working with the Virginia Black Chamber of Commerce to make the 2025 GovCon Conference an exceptional event!

To learn more about GovCon please visit our website – [Click Here.](#)