



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 2025 Gala & Awards Ceremony

Solicitation No. 25-1213-A

Date Issued: October 13, 2025

Overview

The Virginia Black Chamber of Commerce (VABCC) invites professional videographers to submit proposals to provide videography services for the 5th Annual Gala & Awards Ceremony. This event will take place on Saturday, December 13, 2025, in Richmond, Virginia, at the Courtyard by Marriott Richmond Downtown.

We are seeking a skilled and experienced Videographer to enhance the event's energy and create a memorable experience for our audience.

Event Information:

Title: VABCC Gala & Awards Ceremony

Location: Courtyard by Marriott Richmond Downtown
1320 E Cary Street, Richmond, VA 23219

Date: Saturday, December 13, 2025

Time: 5:00 pm – 11:00 pm

Expected Number of Guests: 250

More info: <https://www.vablackchamberofcommerce.org/gala/>

Scope of Work

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

1. Deliverables:

- All final video deliverables will be completed and delivered within two weeks following the conclusion of the gala. A deposit will be paid to secure the contract, with the remaining balance paid upon receipt of the final work product.

2. Videography Coverage:

- Provide full-scale coverage of the gala, capturing keynote moments, individual highlights of award winners, guest interactions, networking experiences, and attendee engagement throughout the evening.



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

- A fully edited highlight video (3-5 minutes) summarizing the key moments of the event.
- Full-length recordings of specific highlights determined by the event organizers.
- Raw video footage files to be provided to VABCC for future use.
- Record high-quality audio and visuals, with a focus on clarity and professionalism.

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:

- 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 punctually for setup and conduct all activities with a professional demeanor.
- Dress appropriately to reflect the professional nature of the event. Black tie attire is strongly encouraged to complement the elegance and theme.
- Maintain a low profile to ensure minimal disruption to attendees while capturing key moments.

6. Editing and Post-Production:

- Deliver polished, error-free, edited content as outlined in the deliverables section.
- Ensure a quick turnaround 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, October 31, 2025, at 11:59 pm** to be considered for this opportunity. Proposals must include the following information:

1. Videographer Business Information:

- Name, address, email, and phone number of the applicant or business.
- Business website (if applicable).
- Brief biography or company history, including years of experience and notable events.



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

2. Portfolio/Previous Experience:

- Examples of past work showcasing event coverage and highlight reels.
- Two to three references, including contact information.

3. Proposed Project Plan:

- Description of how you plan to cover the event, including preparation and post-production timelines.
- Strategies for capturing key moments and interactions.

4. Equipment Details:

- List of equipment to be used for filming and editing.

5. Cost Proposal:

- Detailed pricing information, including day rates, editing fees, and any additional costs.

6. Value-Added Features:

- Any additional services you can provide, such as same-day video editing, on-site video sharing, live streaming, or social media teaser content.

Submission Process

Please email your completed proposal with the subject line “Videographer Proposal **No. 25-1213-A**” to info@vablackchamber.org, consisting of a **PDF-formatted attachment, by Friday, October 31, 2025, at 11:59 pm.**

Late submissions may not be considered.

Selection Process

Proposals will be evaluated based on the following criteria:

- Membership and tenure with the VABCC
- Relevant experience and past performance
- Ability to meet the event’s entertainment needs
- Quality and professionalism of the proposed plan
- Reasonable pricing aligned with budget considerations
- Submission to: info@vablackchamber.org
- Subject line: Videographer Proposal No. 25-1213-A
- Format: PDF Document



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

Timeline

- **RFP Release Date:** October 13, 2025
- **Proposal Submission Deadline:** Friday, October 31, 2025, at 11:59 pm
- **Award Notification:** Monday, November 10, 2025

Questions

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