



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 Coffee & Connections – December Edition**

### **Solicitation No. 25-1204-B**

**Date Issued:** November 14, 2025

#### **Overview**

The Virginia Black Chamber of Commerce (VABCC) invites professional videographers to submit proposals to provide videography services for our November edition of Coffee & Connections. This event will take place on Thursday, December 4, 2025, in Fredericksburg, Virginia, at the Beehive Event Center.

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:** Coffee & Connections

**Location:** Beehive Event Center

1224 Powhatan Street, Fredericksburg, VA 22401

**Date:** Thursday, December 4, 2025

**Time:** 9:00 am – 11:00 am

**Expected Number of Guests:** 75

**More info:** <https://members.vablackchamberofcommerce.org/events>

#### **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 event. A deposit will be paid to secure the contract, with the remaining balance paid upon receipt of the final work product.
- Create a short marketing video for all social media platforms, highlighting the *Coffee and Connections* events to be used in 2026 promotions. Video should capture event footage, attendee engagement, and branding elements aligned with the Virginia Black Chamber of Commerce's style and messaging.



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## **2. Videography Coverage:**

- Provide full-scale coverage of the event, capturing keynote moments, guest interactions, networking experiences, and attendee engagement.
- 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 marketing, promotional, and website use.

## **3. Pre-Event Coordination:**

- Collaborate with the event planning team to understand the agenda, key moments, and priority areas for video coverage.

## **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.
- 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, November 14, 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.

### **2. Portfolio/Previous Experience:**

- Examples of past work showcasing event coverage and highlight reels.



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- 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. 25-1204-B” to [info@vablackchamber.org](mailto:info@vablackchamber.org), consisting of a PDF-formatted attachment, by Friday, November 21, 2025, at 11:59 pm. Late submissions may not be considered.

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
- Subject line: Videographer Proposal No. 25-1204-B
- Format: PDF Document

### **Timeline**

- **RFP Release Date:** November 14, 2025
- **Proposal Submission Deadline:** Friday, November 21, 2025, at 11:59 pm
- **Award Notification:** Tuesday, November 25, 2025

### **Questions**

Please contact our office at (540) 216-0021 or email [info@vablackchamber.org](mailto:info@vablackchamber.org) for any questions related to this RFP.