



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.



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

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.



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

- 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, 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 for any questions related to this RFP.