



**Scotiabank Hockey Day in Canada
Local Organizing Committee
Seeking Video Producers**

Item #3: Pre-Event Video Production

One 2.5 minute video of Corner Brook and the Western Region that showcases the region from a tourism and sports/adventure tourism perspective to be used for subsequent marketing and promotion (these images will be subject to the approval of the SHDIC Local Organizing Committee).

- Required no later than 5:00pm Friday October 13, 2017:
 - 2 copies on DVD; and
 - 2 copies on USB keys (flash drives).

Video Production Technical Requirements:

- Video and drone footage shall be in either MPEG 4 and/or MOV formats to be agreed with the video producer;
- The video should include music, creative graphics and voice over, as agreed;
- The service provider will provide copy for voice over of the video, if required;
- Video must be broadcast quality, defined as:
 - 1920 x 1080 pixels in an aspect ratio of 16:9;
 - 25 frames per second (50 fields) interlaced; and
 - Colour sub-sampled at a ratio of 4:2:2.
- Video must be able to be reduced in size without sacrificing quality;
- Video must be suitable for different mediums, including social media;
- The video producer will be expected to produce all elements of the video, which may include but are not limited to, scripting, voicing, lighting, graphics, animation, editing, coding and music; and
- For Pre-Event requirements, the photographer and video producer will be expected to be in contact with the SHDIC Local Organizing Committee contacts throughout all phases of project execution, meeting as needed in person and by phone or email and providing weekly written progress reports.

Ownership: It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Request belongs solely and exclusively to the City of Corner Brook. As such, all photographs, both pre-event and event and the video will be delivered to the City of Corner Brook and the SHDIC Local Organizing Committee on a royalty-free basis, to be owned exclusively by the City of Corner Brook at no additional cost in perpetuity for any use it deems appropriate, without limitation or obligation to the service provider, photographer or video producer.

Please provide the following:

1. Cover Letter: With name, address, phone number, and e-mail address of the contact person;
2. Company/Individual's Information: Including background information and comprehensive listing of all services you will provide. If partnering with any 3rd parties to provide the services requested, please provide the names of proposed partners;
3. References: Three client references for the company;
4. Samples: examples and samples of past projects, preferably of a similar size and scope to this project, and in a style similar to what you would recommend for this project;
5. Rates: Standard hourly billing rates (indicate working hours each day, as all may not be required); and
6. Budget: Proposed budget for each item separately as all may not be chosen, included suggested work plan, and a breakdown of fees for professional services, hours, out-of-pocket expenses, and taxes that would cover the full scope of services.

Please submit submissions to shdicchair@outlook.com or agreen@cornerbrook.com no later than 5:00 pm Sept 20, 2017.

If you have questions, you may direct them to Bruce Keating, Chair, SHDIC Local Organizing Committee, by email at shdiccbchair@outlook.com or by calling 709.632.7880.