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Request for Proposals

2018 NATIONAL UNITY CONFERENCE

Service: Videographer / News Producer

Event Dates: Thursday, July 5 – Monday, July 9, 2018

Event Location: Town & Country Resort & Convention Center
500 Hotel Cir N, San Diego, California 92108

About the National UNITY Conference

The National UNITY Conference is expected to attract more than 1,800 Native youth and advisors from across the country, representing tribal and urban communities, and making it UNITY's largest gathering to date! UNITY serves Native American and Alaska Native youth ages 14-24 years old. The 5-day conference will feature Keynote speakers, more than 40 workshops, exhibitors, Native American artists/vendors, fitness activities, leadership training, a UNITY Career & Education Expo, UNITY Banquet, and much more.

About UNITY, Inc.

United National Indian Tribal Youth, Inc. (UNITY) is a national 501(c)(3) non-profit organization dedicated to fostering the spiritual, mental, physical and social development of American Indian and Alaska Native youth and to help build a strong, unified, and self-reliant Native America through greater youth involvement. UNITY has impacted more than 200,000 Native Americans through its programs since 1976. For information about UNITY, Inc. please visit www.unityinc.org.

Summary of Request:

UNITY is currently accepting bids for a videographer/news producer for the UNITY News video segments for the National UNITY Conference.

Deliverables:

- The primary duties for the **videographer/news producer** will mainly consist of arranging interviews, recording video interviews, and editing brief conference news video segments of various events at the conference, and assist in getting completed news segments to the conference A/V producer for presentation during morning general sessions.
- There will be a total of **four video news segments** with the last segment being a recap of the conference to be played at the evening gala/banquet on July 25.
- UNITY will view a proof of the video with one round of editing allowed.
- All videos will be 3-4 minutes long.



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Note:

- UNITY requires videographer to have all materials and equipment needed to produce segments including camera, sound, editing software and storage/presentation media.
- UNITY runs on a full-day conference schedule. Each day begins typically at 8:00 a.m. and concludes at 10:00 p.m. Lunch and Dinner breaks are built into the schedule. Although you will not be required to be there for the entire time each day, it will be important to know that you may be required to “capture” certain moments/activities each day. This will result in you possibly leaving for a period, and returning. A current draft agenda is attached.
- UNITY requires finished materials on DVD, and a downloadable digital format.

Please Include in Your Bid:

- **The “bottom line” price.** This price should include all components needed to complete the job.

DEADLINE FOR SUBMISSIONS: Friday, March 30, 2018, 5:00 PM MST

AWARD NOTIFICATION DATE: Friday, April 20, 2018, 5:00 PM MST

Please submit proposals by email (Word or PDF files only) to: Jason Coochwyte, Red Note, Inc.: jc@rednoteinc.com

Questions?

Email Jason Coochwyte at jc@rednoteinc.com or call (602) 903-4380.