



# Request for Proposal

Anchorage Chamber of Commerce  
2019 Gold Pan Videography  
Deadline to Respond: 5 pm, Friday, July 19th, 2019

## CONTACT

Anchorage Chamber of Commerce  
Attn: Kaylin Smith, Events Coordinator  
Phone: (907) 677-7111  
E-mail: [kaylin@anchoragechamber.org](mailto:kaylin@anchoragechamber.org)

The Anchorage Chamber of Commerce is seeking proposals from qualified Anchorage Chamber Members for the award needs of its 2019 Gold Pan Awards celebration. The winning vendor must be an Anchorage Chamber member in good standing and shall remain so throughout the term of the contract.

The Anchorage Chamber reserves the right to refuse any and all proposals. Selection of winning bidder may not be based entirely on monetary considerations. The Anchorage Chamber reserves the right to change or cancel this RFP at any time.

The Anchorage Chamber Gold Pan Awards are the most prestigious and longest-standing awards given by a business organization in Alaska. Now in its 62<sup>nd</sup> year, the Gold Pan Awards is a formal event which recognizes deserving businesses, individuals and organizations for their civic contributions to Anchorage as well as their exceptional business practices. The banquet is held annually in September and includes a formal dinner for several hundred people.

## Scope of Work:

- Responsible for providing all technical elements of production, including cameras, lights, etc.
- Film interviews with representatives from the twelve (12) to sixteen (16) organizations/individuals at, but not limited to, two locations
- Gather supplemental materials such as photographs, B-roll, music
- Full post-production on all videos
- Graphic introduction and all lower-third elements
- Purchase rights for any music/photos used in the production
- The final product will consist of sixteen (16) 1:30-minute segments from each organization. (2016 we had 12 videos, so please note that this might also be the case for 2018. Please also submit a proposal for twelve (12) videos)
- Include a quote for photography and/or videography during the Gold Pan Awards event on September 13<sup>th</sup>, 2019 from 5:30pm-9pm

The Anchorage Chamber Events Coordinator will provide a contact list of companies, organizations and individuals nominated for interview scheduling and video production.

Delivery: Copies of the finished DVD must be delivered to the Anchorage Chamber of Commerce on September 9, 2019, or video files copied to flash drive.

DVD must have a start and stop with a short blackout (trailer) at the beginning and a substantial blackout at the conclusion to allow for smooth operation of video by sound technicians. Videos must also be delivered in an MP4 format for play online.

Rights: The Anchorage Chamber of Commerce will retain the rights to air/broadcast videos. Additionally, each individual or organization will be granted rights to use it the video for marketing or other purposes.

Bid Specifications: Bids must be itemized per award as actual number of awards may change.

Submission deadline is 5 p.m. on Friday, July 19<sup>th</sup>, 2019.

Proposals may be sent to Kaylin at [kaylin@anchoragechamber.org](mailto:kaylin@anchoragechamber.org) or mailed to:  
Anchorage Chamber of Commerce  
Attn: Kaylin Smith  
1016 W. Sixth Avenue, Suite 303  
Anchorage, AK 99501

Late submissions will not be considered.