



## Request for Proposal (RFP): Video Production & Nominee Photography for Celebrate Corvallis Awards Event 2027

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Issued by:

Corvallis Chamber of Commerce

Corvallis, Oregon

Date Issued: 10/21/2026

Submission Deadline: 11/16/2026

Decision Notification: 12/7/2026

### Overview

The Corvallis Chamber of Commerce is seeking proposals from qualified video production companies, with priority given to Chamber members, to create the video program and nominee photography for the 2027 Celebrate Corvallis Awards Event. Celebrate Corvallis has been a cornerstone event in the community for decades, serving as both a community celebration and the primary fundraiser for the Chamber of Commerce. The event is a formal, upscale evening featuring an awards ceremony and a professionally produced video program.

### Project Scope

The selected video production company will be responsible for producing the Celebrate Corvallis video program, coordinating nominee filming, filming at designated locations, capturing professional nominee headshots, incorporating Chamber-provided voiceover content, and delivering both final and original media files to the Chamber. The Chamber will provide the final Run of Show outlining the sequence, structure, and required elements of the awards program. The selected production company will be responsible for producing and organizing all video content to follow the Chamber-provided Run of Show and ensuring the final program is delivered in the correct sequence and format for event production and AV use: 10-12 Award Category Videos (approximately 10 annual awards and 1-2 potential special awards) highlighting all nominees featuring 3-5 nominees per category, 1 Title Sponsor Video, and approximately 40-42 head or organizational shots for each nominee.

- **Award category videos** should ideally be 5 minutes or less per video.
- Special recognition awards may require a different visual or storytelling approach than multi-nominee recognition.

- Each individual award video must include professional voiceover using written content provided by Corvallis Chamber of Commerce staff.
  - The production company will be responsible for recording/producing the voiceover and integrating it with nominee footage, headshots, music, titles, and other visual elements.
- **Professional headshot** of each nominee of organization captured during the filming session.
- **Title Sponsor Video:** Produce a 3–5 minute professionally edited video featuring the Celebrate Corvallis Title Sponsor. Production will include one day of on-location filming at a location selected by the sponsor, including interviews with individuals of the sponsor's choosing and additional location, workplace, or supporting footage as needed to tell the sponsor's story. The selected production company will coordinate scheduling and filming directly with the sponsor and deliver the completed video for inclusion in the Celebrate Corvallis program.

### **Chamber-Provided Content**

The Corvallis Chamber of Commerce will provide the written voiceover content for each award category and nominee. The Chamber will also provide imagery and/or graphics for the opening/title slide and transitional slides. The selected company will incorporate these materials into the final program.

### **Coordination & Requirements**

1. Coordinate directly with nominees to schedule efficient filming and headshot sessions. (The Chamber has a conference room available for filming if needed)
2. Capture polished footage that represents each nominee, business, organization, work, or community contribution; if pertaining, minimizing disruption at the nominee's location.
3. Maintain consistent production quality, lighting, composition, sound, branding, and visual style throughout the program.
4. Work closely with Chamber staff, the Celebrate Corvallis Committee, event staff, and AV providers.
5. Attend regular Planning Committee meetings as needed and communicate progress, milestones, and any production issues.
6. Maintain confidentiality regarding nominees, special recognition recipients, award information, and other sensitive event information.
7. Provide appropriate music and other necessary licensing for the completed production.
8. Allow the Chamber to review completed videos and request reasonable revisions prior to final delivery.

### **Deliverables**

- Approximately 10-12 completed award category videos.
- Professional voiceover incorporated into each individual award video using content provided by Chamber staff.
- Short video footage of each nominee.
- Copies of all original individual nominee video footage, organized and clearly identified by nominee and award category.
- One professional headshot of each nominee.
- High-resolution digital copies of all final nominee headshots, clearly identified by nominee.
- Title Sponsor video or sponsor recognition content.
- Incorporation of Chamber-provided opening and transitional slide imagery.
- Final edited videos and program files formatted appropriately for event AV, Chamber archive, website, and social media use.

## Media Rights

The Corvallis Chamber of Commerce must receive copies of all final produced materials, final nominee headshots, and original nominee video footage captured as part of the project. The Chamber must have ongoing rights to use, reproduce, publish, archive, edit, excerpt, and repurpose the delivered footage, photographs, and final produced materials for Chamber-related purposes, including future marketing, social media, websites, publications, event promotion, and historical archives. Any exceptions or limitations must be clearly disclosed in the proposal.

## Timeline

| Milestone                                        | Target Date                                        |
|--------------------------------------------------|----------------------------------------------------|
| Project Kickoff & Committee Introduction         | July 8, 2026                                       |
| Nominee & Sponsor Scheduling Complete            | January 2027                                       |
| Award Video Production                           | Feb 10 - March 22, 2027                            |
| All Videos Delivered for AV Review               | March 22, 2027                                     |
| <b>Final Approved Program Delivered</b>          | <b>April 5, 2027 (one week before event)</b>       |
| <b>Event Date/AV Meeting Day Prior or Day Of</b> | <b>April 10, 2027 – The LaSells Stewart Center</b> |

## Budget

**The total project budget may not exceed \$10,000.**

The proposal must include a clear breakdown of all anticipated costs, including pre-production and planning, nominee scheduling and coordination, on-location filming, travel, headshot photography, voiceover production, editing and post-production, social media content, sponsor content, music or other licensing, revisions, equipment, file preparation and delivery, and any other production expenses.

The proposed price must represent the total not-to-exceed cost required to complete the full scope of work. Proposals exceeding \$10,000 will not be considered. Optional services, if offered, should be identified separately and must not be necessary to complete the required scope.

## Selection Criteria

- Quality and creativity of the proposed video concept and overall visual approach.
- Experience and track record producing professional event videos and on-location content.
- Quality of previous video and photography work.
- Ability to manage a multi-location production involving numerous nominees and stakeholders.
- Understanding of the Chamber's mission and the significance of Celebrate Corvallis.
- Professional references.
- Ability to meet required production milestones and deadlines.
- Pricing competitiveness and overall value within the \$10,000 maximum budget.
- Chamber membership will be considered as a priority factor.

## Submission Requirements

Interested video production companies, especially Chamber members, are invited to submit proposals containing the following:

- **Company Profile:** Overview of the company, relevant experience, team members, and qualifications.
- **Proposed Approach:** Plan for the video program, on-location nominee footage, voiceover production, headshots, social media content, and overall visual presentation.
- **Project Management Approach:** Explanation of how the company will coordinate and schedule filming for the number of nominees and locations involved.

- **Previous Work:** Examples or portfolio showcasing comparable event video, on-location production, and professional photography.
- **Understanding of the Event:** Explanation of how the proposed program will align with Celebrate Corvallis and its formal, community-focused nature.
- **Budget:** Detailed cost breakdown demonstrating that the complete required scope can be delivered for no more than \$10,000.
- **References:** Contact information for at least two professional references.
- **Media Rights Confirmation:** Confirmation that the Chamber will receive the required original and final media files and the usage rights described in this RFP.

### **Submission**

Proposals should be submitted electronically to:

Tracy Meese

Corvallis Chamber of Commerce

Director@CorvallisChamber.com

Subject Line: "Celebrate Corvallis 2027 Video Production & Photography Proposal"

The Corvallis Chamber of Commerce reserves the right to reject any or all proposals received, request additional information, negotiate modifications to a proposal, and award a contract to the company that best aligns with the requirements, budget, and goals of Celebrate Corvallis.

For inquiries or clarifications regarding this RFP, please contact Tracy Meese at Director@CorvallisChamber.com.

Thank you for your interest in producing the Celebrate Corvallis event video program.