



**REQUEST FOR PROPOSALS
OF
2026 ANNUAL MEETING – VIDEO PRODUCTION, FILMING & EDITING SERVICES
FOR
WAYNE METROPOLITAN COMMUNITY ACTION AGENCY
SERVING WAYNE COUNTY**

**Please email all proposals to:
procurement@waynemetro.org & cschmidt@waynemetro.org**

**RFP Issued: August 7th, 2026
Proposals Due: August 21, 2026 at 3:00PM**

PURPOSE

Wayne Metropolitan Community Action Agency (Wayne Metro) is soliciting proposals from qualified freelance videographers, media production professionals, and/or media production companies to provide **filming, video production, audio, and editing services** for Wayne Metro's 2026 Annual Meeting.

The selected contractor will work closely with Wayne Metro's Communications and Leadership teams to produce professional video content for the Annual Meeting, including pre-recorded videos, client stories, event footage, live presentations, and a final edited Annual Meeting video.

This RFP is for a **single project associated with the 2026 Annual Meeting** and does not establish a long-term or multi-year contract.

EVENT INFORMATION

Event: Wayne Metro 2026 Annual Meeting

Date: October 15, 2026

Time: 12:00 PM – 6:00 PM

Location: To be provided to the selected contractor

The selected contractor should anticipate approximately **three to five (3-5) days of filming and production**, including filming prior to the Annual Meeting and filming on the day of the event.

Additional filming days may be required at other locations for client interviews, program footage, B-roll, or other pre-recorded content.

SCOPE OF SERVICES

The selected contractor will be responsible for the **filming, production, editing, and final delivery** of the Annual Meeting video content.

Services may include:

- Pre-production planning
- Filming and videography
- Client interviews

- Staff and partner interviews
- Event filming
- Multi-camera filming
- B-roll filming
- Professional audio recording
- Lighting
- Live event recording
- Video switching, if required
- Video editing
- Audio editing and mixing
- Color correction and color grading
- Motion graphics
- Lower thirds
- Titles and credits
- Voiceover integration
- Music integration
- Final rendering and delivery

The selected contractor will be expected to provide the necessary personnel, equipment, and technical resources required to complete the project.

ANNUAL MEETING VIDEO PRODUCTION

The Annual Meeting production is anticipated to include approximately **eight (8) individual video components**, which will be incorporated into the Annual Meeting program and final event video.

The total anticipated video content is approximately **45-50 minutes**, subject to final programming and event changes.

1. Pre-Recorded Welcome

A pre-recorded welcome message intended specifically for the online audience.

2. Opening Video

One (1) professionally produced opening video.

Estimated length: 3 minutes

The opening video may incorporate:

- Interviews
- B-roll
- Wayne Metro program footage
- Client footage
- Staff footage
- Voiceover
- Music
- Motion graphics
- Titles and lower thirds

3. In-Room Keynote

Professional filming and recording of the keynote presentation during the Annual Meeting.

The contractor should anticipate the need for:

- Multi-camera coverage
- Professional audio
- Appropriate lighting
- Presentation/event B-roll

4. In -Room Partner of the Year

Professional filming and recording of the keynote presentation during the Annual Meeting.

The contractor should anticipate the need for:

- Multi-camera coverage
- Professional audio
- Appropriate lighting
- Presentation/event B-roll

5. Programs, Thank You & Client Introduction Video

One (1) pre-recorded video highlighting Wayne Metro programs, thanking supporters and partners, and introducing featured clients.

This segment may include program footage, interviews, B-roll, voiceover, graphics, and other visual storytelling elements.

6. Client Videos

Two (2) professionally produced client videos.

Estimated length: 3-4 minutes each

Client videos may require filming at multiple locations and may include:

- Client interviews
- Program footage
- B-roll
- Staff interviews
- Voiceover
- Motion graphics
- Music
- Lower thirds
- Titles

7. Pre-Recorded Outro

A pre-recorded closing/outro segment intended for the online audience.

8. Credits & Event B-Roll

Final credits and B-roll footage capturing the Annual Meeting and in-person event experience.

FILMING REQUIREMENTS

The selected contractor should anticipate approximately **3-5 days of filming** associated with this project.

Filming may occur:

- At the Annual Meeting location
- At Wayne Metro facilities

- At client locations
- At program locations
- At other approved locations throughout Wayne County

The contractor will be responsible for coordinating filming schedules with Wayne Metro's Communications team.

The selected contractor must be able to accommodate multiple filming locations and coordinate filming with Wayne Metro's staff, clients, partners, and other participants.

EQUIPMENT & TECHNICAL REQUIREMENTS

The proposer shall identify the equipment and technical resources included in their proposal.

Depending on the final production requirements, the contractor may be responsible for providing:

- Professional cameras
- Multiple cameras for event coverage
- Tripods and camera support
- Professional lighting
- Wired microphones
- Wireless microphones
- Lavalier microphones
- Handheld microphones
- Audio recording equipment
- Digital audio mixer
- Audio mixing
- Video switcher
- Projector, if required
- Speakers/sound reinforcement, if required
- Monitors
- Live-streaming equipment, if required
- Recording equipment
- Backup recording equipment
- Necessary cables and connectivity equipment
- Editing equipment/software

- Any other equipment necessary to successfully complete the production

Proposers should clearly identify any equipment, personnel, rentals, technology, or other expenses that are **not included in their proposed price**.

If additional equipment may be required, the proposer should provide estimated costs.

FILMING & EDITING

The selected contractor will be responsible for the complete production process, including:

Pre-Production

- Production planning
- Creative consultation
- Scheduling
- Location coordination
- Equipment planning
- Coordination with Wayne Metro's Communications team

Production

- Professional filming
- Interviews
- Event filming
- Multi-camera production
- Audio recording
- Lighting
- B-roll

Post-Production

- Video editing
- Audio editing and mixing
- Color correction
- Color grading
- Motion graphics

- Lower thirds
- Titles
- Credits
- Music
- Voiceover integration
- Final rendering
- Revisions
- Final delivery

PROJECT TIMELINE

The following timeline represents Wayne Metro's anticipated production schedule.

September 14-25, 2026

Pre-Event Filming

Film client interviews, client videos, opening video content, program footage, B-roll, and other pre-recorded segments.

October 5, 2026

Pre-Recorded Video Review

All client videos and the opening segment should be substantially completed and provided to Wayne Metro for review.

October 15, 2026

Annual Meeting

Event Time: 9:00 AM - 11:00 AM

The selected contractor will provide on-site filming and production services.

Filming may include:

- Keynote
- Partner of the Year presentation
- Speakers

- Program segments
- Client presentations
- Audience/event footage
- B-roll
- Credits
- Other event content requested by Wayne Metro

The contractor should also anticipate filming associated with the Annual Meeting breakfast and/or pre-event activities.

October 20, 2026

Full Video Review Draft

A complete assembled version of the Annual Meeting video shall be provided to Wayne Metro for review.

October 22, 2026

Final Video Delivery

The final edited Annual Meeting video shall be completed and delivered to Wayne Metro.

The timeline may be adjusted by mutual agreement based on filming schedules, participant availability, revisions, or other production considerations.

REVISIONS

The proposed price should include **up to three (3) rounds of revisions** for the major pre-recorded videos and final Annual Meeting production.

The proposer should clearly identify any additional costs associated with revisions beyond the included revision rounds.

WAYNE METRO RESPONSIBILITIES

Wayne Metro will provide, as applicable:

- Brand guidelines
- Creative direction

- Scripts
- Interview questions
- Interview subjects
- Client contacts
- Program information
- Event information
- Scheduling assistance
- Access to applicable locations
- Existing photographs and video assets, when available
- Timely review and feedback

Wayne Metro will work with the selected contractor to coordinate filming schedules and access to participants.

CONTRACTOR RESPONSIBILITIES

The selected contractor shall:

- Provide qualified personnel
- Provide necessary filming and production equipment
- Coordinate production schedules
- Film all assigned content
- Produce professional-quality audio
- Provide appropriate lighting
- Edit all assigned videos
- Provide graphics, lower thirds, titles, and credits as appropriate
- Provide color correction and audio mixing
- Obtain appropriate music and other necessary licensing
- Obtain releases when applicable
- Maintain appropriate backups of project files
- Deliver final files in the agreed-upon formats
- Meet all agreed-upon production deadlines

PROPOSAL REQUIREMENTS

Interested freelancers and media production companies shall submit:

1. Company/Individual Overview

A brief description of the freelancer or company, including relevant experience.

2. Relevant Experience

Describe experience with:

- Nonprofit organizations
- Corporate or organizational videos
- Client testimonials
- Documentary/storytelling videos
- Live events
- Multi-camera productions
- Professional audio
- Video editing

3. Portfolio

Please provide:

- Approximately two-minute demo reel
- Examples of relevant client/testimonial videos
- Examples of event videos
- Examples of opening/introductory videos
- Examples of multi-camera or live event production, if available

Wayne Metro's YouTube channel may be used as a reference for the organization's existing style and voice.

4. Project Team

Identify the individual(s) who will perform the work, including their role and relevant experience.

If subcontractors will be used, identify the subcontractors and their responsibilities.

5. Production Approach

Provide a brief description of your approach to:

- Pre-production
- Client interviews

- Multi-location filming
- Event filming
- Audio
- Editing
- Revisions
- Meeting the required deadlines

6. Equipment

Provide a list or description of the major equipment and technical resources you anticipate using for this project.

7. Cost Proposal

Provide a **total project cost** for the Annual Meeting production described in this RFP.

The proposal should also identify, as applicable:

- Pre-production costs
- Filming/day rates
- Editing costs
- Equipment costs
- Audio costs
- Lighting costs
- Live event production costs
- Live-streaming costs, if applicable
- Additional filming day rates
- Additional editing rates
- Equipment rental costs
- Overtime/after-hours rates
- Additional revision costs
- Any other anticipated costs

Proposers should clearly identify any costs that are **not included in the total project price**.

INSURANCE

The selected contractor shall maintain insurance appropriate for the services being provided.

At minimum, the contractor should maintain:

- Commercial General Liability
- Workers' Compensation, if applicable
- Automobile Liability, if applicable

A Certificate of Insurance may be required prior to beginning work.

EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Points
Relevant Experience	20
Quality and Relevance of Portfolio	30
Understanding of Project Requirements	15
Production Approach & Ability to Meet Timeline	15
Cost Proposal	20
Total	100

Wayne Metro reserves the right to interview proposers or request additional information before making a selection.

PERFORMANCE

The selected contractor will be expected to meet all agreed-upon production deadlines and deliver professional-quality work consistent with the requirements of this RFP.

Wayne Metro reserves the right to discontinue the project or terminate the agreement in accordance with the executed contract if the contractor fails to perform the required services.

GENERAL CONDITIONS

Wayne Metro reserves the right to:

- Reject any or all proposals.
- Waive minor informalities or irregularities.
- Request additional information or clarification.
- Conduct interviews or request presentations.
- Request additional samples of work.
- Negotiate final pricing and project terms with the selected proposer.
- Select the proposal that Wayne Metro determines provides the best overall value.
- Make no award if deemed appropriate.

Issuance of this RFP does not obligate Wayne Metro to award a contract or reimburse proposers for costs associated with preparing or submitting a proposal.

SUBMISSION INFORMATION

All proposals should be submitted electronically to:

Catie Schmidt

Communications Manager

Wayne Metropolitan Community Action Agency

cschmidt@waynemetro.org & Procurement@waynemetro.org

Proposal Due Date

August 21, 2026

3:00 PM Eastern Time

Late submissions may not be considered.

REFERENCE MATERIAL

Proposers are encouraged to review Wayne Metro's previous Annual Meeting production to understand the expected style, quality, pacing, and overall presentation.

Wayne Metro's Communications team can provide the prior year's Annual Meeting video and other relevant reference materials upon request.