**Sweet Adelines International** (“International”) is an organization of women who sing barbershop style harmony, which is sung acapella by definition. The organization is separated into 24 regions, we are **Pacific Shores Region 12** (“the region” or “Region 12”). Each region is comprised of many choruses and quartets.

Each year the region has a convention during which a quartet and chorus competition is held. For 2023, the convention will be held May 4th thru the 7th.

Region 12 is seeking a videographer to video the performances in these competitions and provide the deliverables described below.

The following describes the event and details the deliverables that are expected.

**International Requirements:** International provides a set of rules and requirements that govern A/V aspects including, but not limited to, the type of microphones, the placement of lights, the position of the stage, the way competitors take the stage, and time limits for performances. The 2019 specification for videography has been attached. There may be revisions for 2023, and if so, those will be promptly provided and, if required, renegotiated.

**Videography Sessions:** The videographer provides professional video coverage of all official contest sessions. There are 2 contest sessions, the Quartet Contest held on Friday and the Chorus Contest held on Saturday. These contests are made up of multiple **Contest Performances** with intervening breaks.

A typical session starts with a welcome at the podium, one or more speeches, and some number of **Contest Performances**. At the end of each session, and particularly at the end of the day, there will be announcements, awards, encore performances, and finally a group sing with audience participation.

**Sample Videos:**

Sample videos can be viewed here:

Chorus (webcast): <https://vimeo.com/268505560> (starts at 18:41), password: choruspart1

Quartet (webcast): <https://vimeo.com/268432591> (starts at 11:22) , password: quartetpart1

***Note:*** *These are webcast videos. The Videographer responsibilities do not include activity at the webcast set (including interviews and roll-ins).*

**Contest Performances:** Each contest performance includes an introduction of the performer at the podium, a number of prepared songs with possible emcee participation (not at the podium), and ends after enthusiastic applause and the dimming of the stage lights.

Depending on the competitor, the performance may include two or more songs, with a maximum duration of 7-15 minutes. After each performance, there is a pause for judges to complete their paperwork (typically 2-5 minutes, but could be longer).

**Judges:** There are judges at each competition, one of which is the Panel Chair. There will be a Sound Check for the amplified sound in the room with the Judges on Friday morning. This will be the only opportunity to preview sound levels for recording. The Sound Check will consist of large chorus, small chorus and each quartet. The Panel Chair is the final authority on all aspects of the competition stage. Once the amplified sound and lights are set to the liking of the Panel Chair there will be no modifications to those settings. **No one is to interfere with the Judges**.

**Overall Schedule:**

**Thursday, May 4th**

1. Video equipment should be setup on platform(s) located per your camera specifications so that you can provide an appropriate variety of shots. Security is provided Thursday and Friday nights.
2. Coordinate the setup of stage microphones and sound with the hotel’s A/V Contractor (StarSound) and the Competition Coordinator as per International requirements.
3. Working with the hotel A/V personnel, setting up test distributions to the large video screens (JumboTrons) and to the Webcast.
4. Setup and test recording for Contest Performance MP3 and MP4 files.

**Friday, May 5th**

1. Be present for the Official Panel Inspection (Sound Check) on Friday morning, 8:45 am – 10:00 am (approximate).
2. Video each performer in the Quartet Contest. Start, end and total time varies depending on the number of contestants.
3. Provide each Quartet an MP3 and MP4 of their performance on a flash drive at the end of the **Quartet Contest Session**. There is approximately an hour from the last contestant and the end of the contest. During this time the videographer will continue to feed the JumboTron and Webcast.

**Saturday, May 6th**

1. Video each performer in the Chorus Contest. Start, end and total time varies depending on the number of contestants. *Videographer should note and plan on appropriate settings for each competitor entering the stage well before the start of the performance.*
2. Provide each Chorus an MP3 and MP4 of their performance on a flash drive at the end of the **Chorus Contest Session**. There is approximately an hour from the last contestant and the end of the contest. During this time the videographer will continue to feed the JumboTron and Webcast.
3. Remove all equipment prior to leaving the ballroom for the night as there will not be any security.

**Videographer Deliverables:**

* Videographer will adhere to the International requirements document (attached).
* Videographer will work with the A/V contractor (StarSound) and the hotel A/V personnel to set up both quartet and chorus microphones that will feed into the Video recording.
* Videographer will provide a live switched multicamera clean program output of the contest sessions plus any post-contest performances and awards ceremony on both Friday and Saturday evenings.
* Videographer will provide four clean outputs of the multicamera switched program in 1920x1080 resolution compatible with destination equipment:
  + 1. Video switcher to the JumboTron screens (may be HD-SDI, DVI-D or HDMI, to be advised by venue)
    2. Webcast 3G HD-SDI with embedded audio
    3. Videographer recording
    4. Full-length backup recording delivered to Region 12 on a provided portable drive
* The Video Shots should include:

1. Podium
2. Wide Shot
3. Tight Shot similar to the video examples above

* During pauses on the stage, provide a stage wide shot on the Program feed.
* Videographer will be present for the Official Panel Inspection/Sound Check on Friday morning. Chorus sound check will begin with approximately the largest group of singers and therefore the maximum sound, and end with a small group – there may be smaller groups performing. The Chorus sound check will be followed by the Quartet sound check.

Videographer is to ensure they are receiving the clearest tones, make any necessary adjustments.

* Provide each individual **Contest Performance** MP3 and MP4 files delivered on a flash drive by the end that day’s **Videography Session**. Naming convention to be determined.

**Provided by Region 12:**

* + All Events badge – provides access to ballroom
  + One (1) double-occupancy hotel room at the production venue for Thursday, Friday and Saturday nights if travelling over 50 miles from home
  + Ballroom Security for Thursday and Friday nights
  + Access to backstage for beverages and light snacks
  + All Convention event mailings, if desired, will be sent to you via email as they are published
  + TIFF (or EPS or PDF) high-resolution **COLOR Convention logo artwork** sent via email no later than February 1, 2023, if needed.
  + Preliminary traffic patterns (list of competitors showing the approximate times they will perform) sent via email no later than April 1, 2023 and the final traffic patterns sent via email by April 16, 2023.
  + A portable back-up drive with USB 3.0 interface.
  + Other information that may be relevant to videography.

**Ownership of videos:** All recorded material is the sole property of Sweet Adelines International and cannot be reproduced without permission.

**Venue:** The competition will be held in the Nugget Grand Ballroom of the Nugget Casino and Resort located at 1100 Nugget Ave., Sparks, NV 89431.

**Contacts/Interfaces:** The following are people that the videographer may interface, some of which have authority to make decisions as noted in their description.

**Events Coordinator (EVC)** – Mary Mamer

The EVC is in charge of all events for the region and is part of the Regional Management Team.

**Competition Coordinator (CC)** – Joanna Davis

The CC is responsible for the Competition and works closely with the EVC. Any issues that might affect the competition should be brought to the attention of the CC in a timely fashion. The CC will bring in others as needed. The CC also has assistants who can help mitigate issues as directed by the CC.

**Webcast Coordinator and A/V Coordinator** – Randy Sahae

As Webcast Coordinator, will work with the videographer to get a video feed that will be used in the webstream. As A/V Coordinator will be liaison between hotel, A/V Contractor and Region 12.

**JumboTron Coordinator** – Kathy Murtha

The JumboTron Coordinator creates PowerPoint slides that will be shown between contestants and during intermissions. The Videographer must provide a switcher to switch between the video feed and the PowerPoint slides. The JumboTron Coordinator or her assistant will be present during the competition to operate the switcher.

**A/V Contractor** - StarSound

This company is contracted by the hotel to provide all of the lights and sound equipment needed, including microphones. The Videographer will work with the A/V contractor as necessary.

**Hotel A/V Personnel**

Hotel A/V personnel are responsible for the JumboTron screens. The Videographer will work with the hotel A/V staff to ensure there is a video feed to the JumboTron screens.

**Payment:** Unless otherwise negotiated, payment will be made at the end of the **Videography Session** on Saturday. Payment will be by check.

**How to Submit Proposal:**

The proposal for becoming the Official Region 12 Videographer must include:

* Name, address, email address and phone number of the videographer.
* Fee requested for this service. The fee should reflect all equipment required to meet the deliverables stated above.
* Provide links to previous work performed.
* Provide names and phone number of references. References should be recent customers that required similar video productions.

The proposal should be sent via email to Joanna Davis at [1983mjdavis@gmail.com](mailto:1983mjdavis@gmail.com) no later than January 6, 2023. Please copy Randy Sahae ([randy.sahae@gmail.com](mailto:randy.sahae@gmail.com)) and Mary Mamer ([marymamer1976@gmail.com](mailto:marymamer1976@gmail.com)) on any emails.

Selection of Videographer will occur by February 1, 2023.

**Questions:** Any question can be submitted by sending an email to Randy Sahae at [randy.sahae@gmail.com](mailto:randy.sahae@gmail.com), Joanna Davis at [1983mjdavis@gmail.com](mailto:1983mjdavis@gmail.com) and Mary Mamer ([marymamer1976@gmail.com](mailto:marymamer1976@gmail.com)). Please make sure you include all three emails for all questions.