**CollegeSpring Request For Proposals: Video Production**

CollegeSpring seeks proposals from quality video production teams to film interviews of high school students, instructors and administrators, as well as background footage for use in a series of promotional videos. The primary purpose of these videos will be to portray the important work that we do--helping high school students from low-income backgrounds reach college--to prospective partners and donors. We envision having professionally-made, well-produced content that helps CollegeSpring tell its story visually in a compelling way. We want the film crew to be able to capture the essence of CollegeSpring’s high-quality programs--including interactions between students and their teachers and mentors. The footage will be captured at several of the school sites that CollegeSpring serves in Los Angeles and the San Francisco Bay Area, to be used in three-to-five minute online videos.   
  
**The video production team for the project will be responsible for quickly setting up, filming and tearing down quality individual shots with the best possible sound, video and lighting arrangement, using their own equipment to film the production.** CollegeSpring staff will develop the interview questions and coordinate the location and timing of the video shoots on school campuses.

**Project Details:**

* Two full days of filming in the Bay Area, in either April or May, visiting 1-3 school sites each day.
* Two full days of filming in Los Angeles, during the week of April 15th, visiting 1-3 school sites each day.
* All work completed by June 1st, 2013
* Proposals may be submitted for either project or for both projects. CollegeSpring would be interested in working with the same vendor for both projects, but cannot cover the cost of travel.

**Preferred Qualifications:**

* Extensive experience as a professional videographer- ideally 2+ years.
* Experience working in classroom settings and with education-related non-profit organizations.
* A presence in both Los Angeles and the San Francisco Bay Area preferred, not required.
* For the Bay Area: ability to assist with still photography preferred but not required.
* Ability to assist with post-production--including editing and assembling final videos would be helpful, but is not currently included in the scope of this project.

**Proposal Requirements and Submission Guidelines:**

1. Summary of your background, resources, and relevant experience.
2. Examples of past projects, preferably of a similar size, scope, and setting.
3. References from past projects, preferably from projects of a similar size, scope, and setting.
4. Hourly or daily rates.
5. Current workload. How would this project fit into your scheduled activities?
6. Any other materials that would help us get to know your work.
7. Send proposals to [chris@collegespring.org](mailto:chris@collegespring.org) by **March 18, 2013**.

If there are any questions, please feel free to contact Chris McCoy, Communications Associate, at (415) 230-0640 x 1004.

**ABOUT COLLEGESPRING**  
CollegeSpring, a nonprofit, partners with schools and community organizations to help high-school students from low-income backgrounds boost their SAT scores, tackle the college admissions and financial aid processes, and confidently pursue college degrees. CollegeSpring has served over 2,700 students since 2008, and is poised to grow significantly within the next few years.