

**Project Overview:**

The Surrey Hospitals Foundation is seeking a professional videography team to document the 2026 Celebration of Care Gala. The event will welcome up to 500 guests and feature scripted program segments, entertainment, immersive experiences, and sponsor activations. Video assets will be used for marketing, sponsor thank-yous, and internal reporting.

**Scope of Work & Deliverables:**

- Full documentation of speeches, performances, and key moments
- B-roll of decor, branding, and crowd energy
- 1-2 minute highlight reel with music overlay
- 15-30 second vertical teaser (for social media)
- Edited clips of full-length speeches (as needed)
- Edited clips of sponsor activations
- Delivery of final footage in usable formats (MP4, web-ready, 4K optional)

**Timeline:**

Pre-event call or venue visit: Date TBD January 2026

Gala date: February 28, 2026

Teaser reel delivery: March 1, 2026

Highlight reel delivery: March 2, 2026

Final footage delivery: March 6, 2026

**Proposal Requirements:**

Demo reel and samples of similar gala-style events

Team composition and coverage plan

AV needs or special requirements

Turnaround time for teaser and full edits

Licensing and usage rights

2 references

**Budget:**

Please quote a flat rate or itemized pricing for:

- Event day filming
- Editing of highlight and teaser reels
- Delivery of individual clips (if applicable)

**Evaluation Criteria:**

Storytelling and cinematography

Sound and lighting quality

Editing style and turnaround



Professionalism and collaboration

Submission Deadline: July 23, 2025

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