



Request for Proposal (RFP) for Videographer Services

October 8, 2024

Skate Ontario is seeking proposals from parties interested in providing video-replay services for 13 events across the province of Ontario for the remainder of the 2024-2025 competition season.

We invite you to participate in this process and submit a proposal. Key highlights of the scope are presented below.

Selection will be based on a combination of relevant experience, ability to provide high quality service and cost.

Skate Ontario requires videographer services for the dates, times and locations as outlined in [Appendix A](#).

For each event listed on [Appendix A](#), the Videographer will provide the following services:

1. Setting up High Quality HD Cameras at an agreeable time, according to judges stand completion, local organizing committee/venue requirements, etc.
2. Attaching provided cables.
3. Once setup, camera operator will test the feed on replay system to ensure it is working correctly. Take measures necessary if it is not working as required.
4. Provide footage to judges as skating takes place. Acceptable filming practices to be followed as defined by Skate Ontario.
5. One (1) camera operator per ice surface used for all hours of competition for each event.
6. Tear down of all High-Quality HD Cameras at an agreeable time, as determined by the scheduled tear-down of the judges stands, local organizing committee/venue requirements, etc.
7. All camera operators will comply with all professional, training and certification requirements established by Skate Ontario. Skate Ontario will absorb any associated costs.

The Videographer also agrees that:

1. Skate Ontario reserves the right to Live-Stream any events listed in [Appendix A](#) as may be updated from time to time with reasonable notice. The videographer will provide the required access to video feeds to enable Skate Ontario live-streaming.
2. Skate Ontario will retain ownership rights of all Live-streamed video for archiving and future use as deemed appropriate by Skate Ontario.
3. The Videographer will indemnify Skater Ontario and Local Organizing Committees from and against any and all expenses, damages, claims, judgements and costs arising out of or resulting directly and indirectly from the publication by the Videographer of any advertising or promotional material or the



breach by the Videographer or any of its representatives of any terms of the agreement.

4. The Videographer is responsible for having their own insurance at each Event

Skate Ontario will have the sole responsibility for the staging, conduct, organization, scheduling, marketing, and any other matters relating to the operation of Events. Skate Ontario will, however, consult with the Service Provider with respect to any matter that may materially affect the Service Provider. Skate Ontario will notify the Service Provider if any Event is postponed or cancelled at their earliest opportunity.

We invite you to submit your proposal via email to Michelle Hunsley by 11:59pm Sunday October 27, 2024

Your proposal must include:

1. Company/Individual name, business address, email, telephone number and web address (if applicable.)
2. Detailed description of your business and your team including experience filming sporting events and qualifications. Please provide samples of your work.
3. Fee for service which should be inclusive of all services outlined herein and all associated costs
4. Confirmation of availability for events as listed in [Appendix A](#).
5. Up to 3 client references.

Request for additional information regarding this proposal should be addressed to Michelle Hunsley via email to mhunsley@skateontario.org.

We look forward to receiving your proposal.

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