



## Request for Proposal: Video Content Production

Stamford Downtown Special Services District (Stamford Downtown), a not-for-profit business improvement district in Stamford, CT is seeking proposals from qualified individuals or firms to provide videography and content creation services.

### Scope of Work:

#### Contractor will produce and provide the following:

1. Video content library of B-Roll Footage
2. 4 Videos per month for use on social media, website or however deemed fit.

Video content will vary per month, to be determined by Stamford Downtown. and may include:

- Stamford Downtown Events
- Downtown Business Spotlights
- A Day in the Life of a Downtown Ambassador
- General/Candid Downtown Activity

Contractor is responsible for shooting and editing material. Some videos may require voiceover. Contractor must have access to any equipment needed to perform scope of work, Stamford Downtown will not provide equipment.

**Contract Length:** The term of contract will be six months, with a start date of August 1, 2025 and ending February 1, 2026.

### Submission Requirements

1. Description of all proposed fees and charges for the scope of work. Please provide breakdown per month (4 videos) AND cost per additional video.
2. At least 3 Links to examples of similar work
3. References pertaining to this scope of services
4. Timeline for completion (per video)

**Submission Deadline:** Please submit by July 30, 2025 to  
Kate Cook, Events & Digital Marketing Director [kate@stamford-downtown.com](mailto:kate@stamford-downtown.com)

### Terms and Conditions

Stamford Downtown reserves the right to accept or reject any submission and is not liable for any costs incurred in submittal preparation. Any and all footage/content is the property of Stamford Downtown.