



# OKLAHOMA ARTS INSTITUTE *at* QUARTZ MOUNTAIN

The Oklahoma Arts Institute (OAI) is soliciting proposals for audio and video recording services during the 2013 Oklahoma Summer Arts Institute (OSAI) at Quartz Mountain Arts & Conference Center (QM) as well as for production of DVDs and CDs of student performances for sale to students and their families.

## Services to be Performed

- Provide an individual to serve as the A/V Recording Engineer during OSAI: June 14-30, 2013. OAI will provide two counselor videographers who will work under the supervision of the A/V Recording Engineer during all lectures, performances, and demonstrations.
- Provide all cameras, sound, and other equipment for recording each lecture, performance, and demonstration. OAI will provide access to its sound board in the Performing Arts Center at QM.
- Record all lectures, demonstrations, and performances for OAI archival purposes. All video recordings must be in HD and must be shot with two cameras. Audio and video should be rendered and delivered within 24 hours for posting to social media sites. Format for delivery will be agreed upon with OAI prior to OSAI. OAI will provide a hard drive for delivery.
- Attend performance rehearsals as needed to ensure adequate planning for audio and video capture.
- Perform post-production editing for approximately ten student performances and create DVDs and CDs to be sold by OAI to students for archival purposes. (Please see attached OSAI 2012 CD/DVD Order Form & Schedule of Performances for reference.) An OSAI counselor will produce a "Student Video Yearbook," which will be provided for inclusion on every DVD. DVDs and CDs will be provided to OAI following OSAI at an agreed upon cost per DVD/CD. (Please note: OAI will also consider proposals in which DVD/CD sales are coordinated by the bidder rather than by OAI.)

OAI will pay for the A/V Recording Engineer's room and board, plus reasonable and necessary travel expenses to and from QM. During OSAI, the A/V Recording Engineer will be directly responsible to and will abide by decisions and directives made by the President and the Director of Programs and will be required to submit to a Criminal History Information Check prior to attendance.

Payment for the A/V Recording Engineer's services and travel will be made by OAI on the final day of OSAI. Payment for equipment rental or other expenses related to recording during OSAI will be negotiated prior to OSAI. Payment for DVDs and CDs will be made promptly upon delivery of the merchandise and invoice to OAI.

#### Information to be Included in Proposal

Proposals should include a bid amount for all A/V recording and editing services, including set prices for provision of each of the following items: CDs in jewel cases, CDs in paper sleeves, DVDs in cases with inserts (design for insert must be approved in advance by OAI), and Blu-ray DVDs. OAI will provide order numbers for each CD and DVD no later than one week after OSAI concludes. Delivery of CDs and DVDs must be made to OAI within 30 days of receipt of the order. Any equipment rentals and material needs and costs should be included in the bid provided.

Proposals should include information regarding the equipment to be used, as well as any other information regarding the proposed production and editing process that would be helpful in evaluating the proposal. Please also include a DVD sample of previous, similar work.

#### Due Date for Response

OAI will review proposals as they are submitted, but would like to receive all proposals ***no later than April 1, 2013***. It is our hope that we will be able to make a selection the first week of April.

We appreciate your interest and look forward to hearing from you. If you need additional information, please do not hesitate to contact me. Please note: I will be out of the office until March 25; in the meantime, please direct questions to Julie Cohen, OAI President: [jcohen@oaiquartz.org](mailto:jcohen@oaiquartz.org).

Sincerely,



Emily (Clinton) Claudé

Director of Programs  
Oklahoma Arts Institute  
111 NW 9th Street  
Oklahoma City, OK 73102  
p: 405/605.7500 x306  
f: 405/605.7505  
<http://www.oaiquartz.org/>  
[www.facebook.com/OAIquartz](http://www.facebook.com/OAIquartz)