



October 9, 2017

Dr. Dan Morrill  
 Consulting Director  
 Historic Landmarks Commission  
 2100 Randolph Road  
 Charlotte, NC 28207

Proposal: **Historic Landmarks videos**

Dear Dan:

Thank you for the opportunity of submitting a proposal to produce a series of **Historic Landmark** videos for presentation on YouTube.

We have a lengthy track record of producing award-winning videos and documentary films on a range of subjects, including our acclaimed PBS historical documentary, **The Blue Ridge Parkway: A Long & Winding Road**. This hour-long documentary has been broadcast on PBS stations nationwide more than 2-thousand times since its debut in 2010.

For Historic Landmark purposes, we would be delighted to produce a series of mini-documentaries on topics of interest to the Charlotte-Mecklenburg Historic Landmarks Commission. Most of these programs would be 3-5 minutes in length.

These video presentations will be produced and budgeted as follows:

<b>Historic Landmarks Sample Budget</b>			
	<i>Rate/Unit Cost</i>	<i>Hours/Units</i>	<i>Extension</i>
<i>Planning/Consulting</i>	\$70.00	1.00	\$70.00
<i>Script Writing /Finalization/Editing</i>	75.00	2.00	150.00
<i>Field Media</i>	27.85	3.00	83.55
<i>Master/Work Hard Drive</i>	100.00	1.00	100.00
<i>On-line Edit Suite/Editor</i>	100.00	8.00	800.00
<i>Graphics/Photo X-fer</i>	60.00	1.00	60.00
<i>Supervising Producer</i>	75.00	20.00	1,500.00
<i>Narration</i>	100.00	1.00	100.00
<i>Music/Sound Effects Fee</i>	65.00	1.00	65.00
<i>Audio Track/Dubbing</i>	85.00	1.00	85.00
<i>Camera/Crew/Equipment</i>	950.00	1.00	950.00
<i>Wireless/Boom Microphone(s)</i>	60.00	1.00	60.00
<b>Total Production Costs</b>			<b>\$4,023.55</b>
<b>Amount Due in Advance</b>	<b>50%</b>		<b>\$2,011.78</b>

(Applicable travel costs (if any), taxes & duplication charges not included above)

These presentations, to be produced in English, will not exceed a final edited length of five (5) minutes each. Using broadcast-quality equipment, these presentations will be produced to professional standards. Shooting will take place in Mecklenburg County as needed. This price quotation is based upon shooting time *not exceeding* a total of one (1) day (10 hours maximum).

The final programs may be transferred to hard drive. These may be uploaded to YouTube or to your website. This proposal is for a *complete* package including scripting, broadcast camera & technical crew, tripod, lighting package (if needed), editing and post-production facilities, audio equipment, needle-drop music, and work/master videotapes. This proposal does *not* include use of specialized work or equipment, drone or aerial photography, cranes, SteadiCam, original post-scored music, original graphic design, logo production or computerized (3-D) animation. These options are worthy of consideration and are available for additional cost. Cost of any copyrighted, licensed material, or stock footage is not included here.

We attempt to maintain copies of original field media for future changes to your presentation - and use of material also is granted to Bowers Media Group, Inc.

Working closely with you or person(s) you designate, script drafts will be prepared and submitted for approval before voice over recording, editing and post-production. Preliminary drafts will be delivered to you for evaluation, suggestions, correction and comment. After shooting, scripts will be submitted for final approval before editing and post-production. *Script changes after final approval, editing & postproduction may result in additional charges based on actual hourly rates and expenses.*

It is also understood that the project pricing quoted herein is based on our understanding that the final video presentation will be in the range of three to five (3-5) minutes each. In the event the actual presentations exceed five (5) minutes, we reserve the right to apply additional charges based on the additional work performed to produce the desired additional length.

The finished presentation will bear the symbol © 2017 **Charlotte-Mecklenburg Landmarks Commission** as a copyright notification. This automatically grants statutory copyright. Any formal filing to the Register of Copyrights will be left to you or your legal counsel. Formal filing is necessary before any action for

infringement could succeed. It is also understood that if any copyrighted or licensed material becomes a part of this video presentation, it is the full responsibility of **Charlotte-Mecklenburg Landmarks Commission** to obtain appropriate clearances for such use. **Charlotte-Mecklenburg Landmarks Commission** agrees to indemnify **Bowers Media Group, Inc.**, its employees, agents and suppliers holding them free and harmless from any and all liabilities and expenses (including reasonable but limited attorney's fees) in connection with services and/or materials provided by **Bowers Media Group, Inc.**

Shooting can be scheduled upon advance payment of one-half of the total fee (\$2,011.78). Advance payment is non-refundable and the balance is due upon delivery of the final, edited presentation. If this proposal letter is agreeable with you, please sign it and return it to us as our agreement. We look forward to working with you and everyone at **Charlotte-Mecklenburg Landmarks Commission**.

Best regards,

Accepted and Approved:  
**Charlotte-Mecklenburg Landmarks Commission**

By: \_\_\_\_\_

Bruce Bowers  
*Producer*

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase order # \_\_\_\_\_

**Bowers Media Group, Inc.**  
PO Box 470352  
Charlotte, NC 28247

**Federal ID #56-1951457**