

DORCHESTER TOWN FILM MAKER

INVITATION

The Town Council intends to appoint a film maker to record, manage and present film related to events that happen in the town, organised either by the Town Council or its partner community organisations.

The film maker is required to be present to record film at a range of events to be mutually agreed annually, with the Council having right to vary the list by giving 3 months notice.

Film collected at the events is to be stored digitally by the film maker and made available to the Council for its use. The Council will continue to have the right to use all material recorded under the contract should the contract end.

The film maker will be required to edit and deliver an agreed number of films each year, being directly related to events or edited from different events to promote the town. The format and content of each films is also to be agreed as part of an annual programming exercise.

The Town Council has allocated £5,000 a year in its budget for this purpose, starting in April 2020, and wishes to make an appointment for 3 years, with an inflationary increase each year. The Town Council and its partners may choose to supplement this figure for additional services.

Examples of the events to be filmed are given below. Please note this is the first time that the Council has commissioned a film making service and it is intended that there will be a review of the service after the first six months of operation.

SUBMISSION

You are invited to make a submission, to include the following information:-

- A short introduction to your business
- A signpost to examples of your work
- 2 referees from clients with similar requirements
- Your proposal for the core service we will receive for the £5,000 available
- Tariff charges for any additional services provided over and above the core service
- Any other information that you think we might be interested in

Submissions required by Friday 27 March to a.stuart@dorchester-tc.gov.uk

Interviews to be held week commencing 30 March.

Adrian Stuart
Town Clerk

Examples of Events which we wish to film include

- Our Celebrations (Cinema, Aug Bank Holiday, Love Parks, Picnics, Summer Sundays)
- Our Commemorations (Remembrance, D/VE Day, Tirah)
- Partner celebrations (Cracker, TH Victorian Fair, Ach Heritage, Moonbury)

Plus Library material

- Our Services (Parks, Open Spaces/Play, Buildings)
- Partner background (Cultural, Sport Community) as part of wider
- Heritage assets (Maumbury, Johns Pond etc)