

Requisition

Supplier: STEVENSON MEDIA
 1017 L STREET #474
 SACRAMENTO CA 95814
 United States

0000032718

Phone: (916) 538-1320
email: matt@stevensonmedia.com

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001049521	04/05/2024	1	
Requisition Name: STEVENSON MEDIA			
Requester Karla Lozano			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: LOZANOK 05-APR-2024			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	FLC WELCOME VIDEO (2024 UPDATE) - INCLUDES PRE-PRODUCTION - SCRIPT, SCHEDULING AND LOGISTICS	3	EA	250.00	750.00	04/12/2024
2-1	FLC WELCOME VIDEO (2024 UPDATE) EDITING FOR UPDATES TO 3-MINUTE VIDEO	1	EA	1,250.00	1,250.00	04/12/2024
3-1	FLC WELCOME VIDEO (2024 UPDATE) FILMING - ONE-PERSON CREW	1	EA	3,900.00	3,900.00	04/12/2024
4-1	FLC WELCOME VIDEO (2024 UPDATE) PROFESSIONAL VOICE OVER	1	EA	900.00	900.00	04/12/2024

6,800.00 Sub-total
 0.00 Est. tax

Total Requisition Amount: 6,800.00

FLC Welcome Video -2024 Update with new science center and programs, equity center, feature diversity, and student support areas: Quote to include pre-production, editing, filming, and voice over.

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5100	12	FL.VI.SWPA	60100	00000	487Y	6,800.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: Strong Workforce
 Project Grant: 487Y
 Program Director: Christopher Morris
 Program Goal: Strengthen career education program outcomes; overall enrollment.

Approval Signature	Approval Signature	Approval Signature
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Statement of Work

FLC Welcome Video: 2024 Update

Client

Folsom Lake College
10 College Pkwy, Folsom, CA 95630

Contractor

Stevenson Media
1017 L St #474, Sacramento, CA 95814

Prepared by Matt Stevenson
matt@stevensonmedia.com
(916) 538-1320

Your Quote

Quote valid through April 20, 2024

FLC Welcome Video – 2024
Update



SUBTOTAL
\$6,800.00

Description	Item	Quantity	Price
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Pre-Production





- Updating script
- Scheduling and logistics

\$250.00

3 Hours

\$750.00

Script will include updated narration about new facilities and services. For the upcoming science building/facilities, we'll capture an alternate statement that can be edited in later when the facility opens in 2025.

Description	Item	Quantity	Price
<p>Editing for updates to 3-minute video <i>Delivered in May 2024</i></p> <p><i>Target: Website + Youtube + Organic Social</i> <i>Aspect Ratio: Standard 16:9</i></p> <p>Most music track selections will remain the same. We'll remove outdated shots and fill in to cover a broad representation of diversity.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Music Licensing (limited music rights) for online and organic social use (excludes paid advertising) • Updated text with flc.losrios.edu for the end slide • Two revision rounds for each video. <p><i>Additional editing billed at \$250/hr</i></p> <p>Deliverables:</p> <ul style="list-style-type: none"> • 1 deliverable video (3 to 3:30 min) (MP4) • Closed captions in English (VTT File) 	\$1,250.00	1  <hr style="width: 20px; margin: 0 auto;"/>  Video	\$1,250.00
<p>Filming — One-Person Crew Locations: Folsom Lake College Main Campus</p> <p>Interview/Narration:</p> <ul style="list-style-type: none"> • Potentially film employee or admin for updated narrator to replace previous president <p>Film staged visuals of:</p>	\$1,950.00	2  <hr style="width: 20px; margin: 0 auto;"/>  Days	\$3,900.00

Description	Item	Quantity	Price
<ul style="list-style-type: none"> • Equity Center: Shots of students communing together in the new space, and a staged cultural event or workshop (if available). • Harris Center: either live student performance or dress rehearsal (April 5–14) • Career & Transfer Center: Updated shot of a student/staff interaction • Classrooms: Stage (or drop-in) to 2 or 3 classrooms to capture additional faculty with an emphasis on increased diversity <p>If additional time is available:</p> <ul style="list-style-type: none"> • Student Health & Wellness Center: Staged shot of student receiving a health service with staff • Student Services: Updated shots of staff from other student services • General Campus: Additional staged shots of students around campus <p>Client will provide all volunteers or on-screen talent for filming.</p> <p>All filming includes up to 10 hours of production per day (includes set up and tear down)</p>			
<p>Choose from optional items below: <i>Included if checked</i></p>			
<input checked="" type="checkbox"/> Professional Voice Over for 2-minute scripted portion in English	\$900.00	1	\$900.00

Total

\$6,800.00

Terms

Payment Schedule:

- 50% of contract total paid within 30 days of commencement of filming
- 50% of contract total paid (or portion thereof) within 30 days of delivery of each completed deliverable.

Ownership & Usage Terms:

Upon final payment, Contractor will grant usage rights allowing District to use the Final Deliverables listed in this Statement of Work ("Deliverables"), without modification, in perpetuity. Such use is limited to activities solely benefiting Client and may not be used for the benefit of any third party without prior written consent. Any other individuals, agencies or organizations wishing to use Deliverables, in whole or in part, will need to request an additional license with Contractor. Contractor will retain all rights to Deliverables and all original source files that Contractor creates. Contractor and its agents additionally reserve the right to use all materials in their online portfolios and marketing.

Distribution Rights:

Third Party licenses purchased for this project (including, but not limited to fonts, stock media, graphics, music, and voice overs) allow Client usage for non-paid advertising on social platforms, websites and online distribution in perpetuity. Client agrees to comply with these license restrictions and will hold harmless, protect, and defend Contractor (including its owners, subcontractors, agents, representatives) from any claim or suit arising from the improper use of such elements.

Materials Provided By Client:

Client represents that any text, graphics, photos, designs, trademarks, live performance, or other potentially protected work furnished to Contractor are either owned by Client or Client has been granted rights to use these elements, and will hold harmless, protect, and defend Contractor and its subcontractors from any claim or suit arising from the use of such elements.

Project Delivery:

Final Deliverables will be delivered electronically to Client. Sales tax will not apply to digital, non-tangible deliverables.

Standard Rates:

- **Hourly Rate:** \$250 per hour for pre-production or post-production requests not already quoted above.
- **Single-person Crew Day Rate:** Production days for filming will be billed at \$1,950 per shoot day, which includes on-set crew of one person covering all aspects of creative production for 10 hours per day.
- **Overtime:** Any shoot lasting beyond 10 hours is \$300 per hour.

Rescheduling or Cancellation of a Shoot:

For any situation outside of Contractor's control which necessitates a change to a scheduled shoot day (including, but not limited to, location or talent cancellation, undesirable or severe weather, acts of god, etc.), the following fees shall apply:

- 15 business days or more
 - No charge
- 11 to 15 business days prior:
 - No charge if both parties identify a suitable same-day alternative
 - 25% of Day Rate if rescheduled
 - 50% of Day Rate if cancelled
- 10 business days or less prior:
 - No charge if both parties identify a suitable same-day alternative
 - 100% of Day Rate if cancelled or rescheduled.

Ready to get started?

Customize your quote above, and click the button below to let us know you're ready to start the purchasing process!

ACCEPTED BY

Kristy Hart

3/25/2024



About Stevenson Media

We're a vibrant education marketing agency here to **elevate your connection to students through marketing, media + design.**

We have partnered with high schools, colleges, and organizations since 2009 creating marketing campaigns that bring their programs to life and successfully connect with potential students.

- American River College
- Assistance League of Sacramento
- Building Industry Foundation
- CCCC—California Community Colleges Chancellor's Office
- College of Alameda
- Cosumnes River College
- Davis Joint Unified School District

- Elk Grove Economic Development Corporation
- Folsom Lake College
- Los Rios College Federation of Teachers
- Sacramento Children's Home
- Sacramento City College
- Solano Community College
- Woodland Community College
- Twin Rivers Unified School District
- Woodland Joint Unified School District
- Yolo County Office of Education
- Yuba College
- Yuba Community College District Foundation

Our clients are consistently impressed with the quality of our final products and how we make the entire process easy and approachable.

We have produced hundreds of visually compelling brochures and promotional videos for education clients, and have won industry awards specifically for our efforts in community college marketing.

Questions? Get in touch!

MATT@STEVENSONMEDIA.COM

916-538-1320

Audit Trail

Project Details

Link Secret	2ehVipXSr2js
Currency	USD
Accepted Total	6800
Total Recurring Costs	
Backup Time	Mon Mar 25 2024 17:56:08 GMT+0000 (Coordinated Universal Time)
Backup Hash	TX7biroXGS6bupX-7tAii6UVkLvRoA
Number of Accepters	1
Total One Off Costs	6800

Kristy Hart

IP	162.158.166.104
Session Time	Mon Mar 25 2024 17:55:45 GMT+0000 (Coordinated Universal Time)
Visit Token	gqsksbhDRQ6c
Email	hartk@flc.losrios.edu
Name	Kristy Hart
Organization Name	Folsom Lake College
viewId	ce07c1bd-3b01-42a3-af2b-a78ba90d29b6
userAgent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/122.0.0.0 Safari/537.36

Accept Time	Mon Mar 25 2024 17:56:08 GMT+0000 (Coordinated Universal Time)
identification.ip	172.69.22.228
identification.time	Mon Mar 25 2024 17:55:45 GMT+0000 (Coordinated Universal Time)