



Request for Proposals Videography & Editing Services

“I Am A West Side Neighbor” – 30 Year Campaign

Release Date: April 9, 2026

Proposal Deadline: April 29, 2026 at 8 PM

Project Background

In 1996, a small group of volunteers on Charleston’s West Side began organizing neighborhood clean-ups and beautification projects. They chose action over waiting. That effort became the West Side Neighborhood Association.

What started with a handful of neighbors and a shared belief in their block became something lasting. For 30 years, WSNA has empowered neighbors and fostered unity by driving visible change through neighborhood initiatives and projects. Our vision is a vibrant and welcoming West Side that inspires pride, collaboration, and well-being for all who live here.

As part of our 30-year anniversary, WSNA is launching “I Am West Side Neighbor,” a storytelling campaign capturing the voices of longtime residents and younger neighbors. This campaign will serve as a love letter to the West Side — honoring its history while looking toward its future.

Project Scope

The selected videographer will:

- Collaborate with WSNA to develop a filming and storytelling plan
 - Film interviews with approximately 12–15 residents (WSNA will select and collaborate to schedule several interviews at a central location or on site)
 - Capture b-roll footage of neighborhood life and showcase sense of place
 - Produce:
 - 6–8 short-form caption ready videos (15-30 seconds) for social media
 - One longer feature film (anticipated 20 minutes) for presentation at the 30-year anniversary event
 - Deliver organized raw footage and project files suitable for archival storage
- A list of events and activities to attend will be decided with WSNA and selected videographer - may include but not limited to: Multifest, WSNA Block Party, Clean-ups, Neighbor Socials, Health Fairs, Kids Expo, Basketball Tournaments.

WSNA may submit raw footage to the West Virginia State Archives or other depositories for preservation.



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Timeline (Anticipated)

- Vendor Selected: May 6, 2026
- Filming Period: May 18, 2026 - November 30, 2026
- Short Form Due - Ongoing
- Long Form Draft Edits Due: December 1, 2026
- Long Form Final Delivery: February 1, 2027
- Anniversary Event: February 4, 2027

WSNA reserves the right to adjust the timeline as needed.

Budget

Up to \$10,000, contingent upon grant approval and sponsor support.

Proposals should include a detailed cost breakdown including filming, editing, revisions, raw file delivery, licensing, and any additional expenses.

Submission Requirements

Please submit:

- Letter of interest (no more than one page) describing your approach
- Links to relevant work (community storytelling or documentary preferred)
- Estimated timeline
- Total project cost
- Names and contact information for two references

Submit as a single PDF via email to:

West Side Neighbor – Naomi Bays, Executive Director

Westsideneighbor304@gmail.com

Subject Line: I Am West Side Neighbor RFP

Deadline: April 29, 2026 by 8 PM EST

Incomplete submissions may not be reviewed.

Selection Criteria

Proposals will be evaluated based on:

- Artistic and technical quality
- Experience with documentary or community storytelling
- Ability to meet timeline and budget
- Clarity and feasibility of proposed approach
- Overall value in relation to project scope



Request for Proposals

Videography & Editing Services

Ownership & Rights

All footage, raw files, edited videos, audio, and related materials produced under this agreement shall be considered work made for hire and shall become the sole property of the West Side Neighborhood Association upon full payment.

WSNA retains full and perpetual rights to use, reproduce, distribute, publish, archive, and modify the materials for promotional, educational, archival, and community purposes.

The selected vendor may use excerpts of the finished project for portfolio and marketing purposes only. Footage may not be sold, licensed, or otherwise commercially distributed without prior written consent from WSNA.

The vendor is responsible for securing all necessary participant releases and ensuring any music, graphics, or third-party assets are properly licensed for perpetual use by WSNA.

Conditions for Submission

WSNA reserves the right to reject any or all proposals, to waive minor irregularities, to request clarification, to modify the scope during contract negotiation, or to cancel this RFP at any time.

WSNA is not responsible for costs incurred in preparing proposals.

WSNA is committed to equal opportunity and encourages submissions from individuals and firms of diverse backgrounds.

Application Checklist

- Letter of interest (1 page maximum)
- Links to relevant past work
- Proposed timeline
- Detailed project budget
- Two professional references
- Above info included into a single PDF for submission