

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: <https://www.GSAAdvantage.gov>.

Multiple Award Schedule

FSC Group: Office Management and Professional Services

Contract number: 47QRAA25D002H

Contract period: December 01, 2024 – December 01, 2029



Speakers

| Video Communications

| Live Events

Leading Authorities Inc

1725 I ST NW, STE 200

Washington, District of Columbia

20006-2427, United States

202-783-0300

800-773-2537

<https://www.leadingauthorities.com>

<https://www.laivideo.com/>

<https://www.lailiveevents.com/>

Contract Administration Source:

Kate Burns, Chief Operating Officer

kate@LAuthorities.com

202-721-7653

Business size: Other than Small Business

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>

Price list current as of Modification #PO-0001, effective December 02, 2024

Prices Shown Herein are Net (discount deducted)

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CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	SIN Title
541990AV	Professional Audio/Video Services
541430	Graphic Design Services
512110	Video/Film Production
541810ODC	Other Direct Cost (ODC) for Marketing & Public Relations Services
OLM	Order-Level Materials (OLM's)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 19.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Page 5.

2. Maximum order:

SINs	Maximum Order
541990AV	\$250,000
541430	\$1,000,000
512110	\$1,000,000
541810ODC	\$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic.

5. Point(s) of production (city, county, and State or foreign country).

1725 I ST NW, STE 200
Washington, District of Columbia
20006-2427, United States

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts.

- 1.0% Quantity/Volume Discount for a single order between \$100,000.00 and \$249,999.99.

- 1.5% Quantity/Volume Discount for a single order between \$250,000.00 and \$499,999.99.
- 2.0% Quantity/Volume Discount for a single order exceeding \$500,000.00.

8. Prompt payment terms. Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). Not Applicable.

10a. Time of delivery. (Contractor insert number of days.) Contact Contractor.

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor.

10c. Overnight and 2-day delivery. Contact Contractor.

10d. Urgent Requirements. Contact Contractor.

11. F.O.B. point(s). Destination.

12a. Ordering address(es).

1725 I ST NW, STE 200
Washington, District of Columbia
20006-2427, United States

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).

1725 I ST NW, STE 200
Washington, District of Columbia
20006-2427, United States

14. Warranty provision. Standard Commercial Warranty Terms & Conditions.

15. Export packing charges, if applicable. Not Applicable.

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable.

17. Terms and conditions of installation (if applicable). Not Applicable.

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable.

18b. Terms and conditions for any other services (if applicable). Not Applicable.

19. List of service and distribution points (if applicable). Not Applicable.

20. List of participating dealers (if applicable). Not Applicable.

21. Preventive maintenance (if applicable). Not Applicable.

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable.

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.)

Not Applicable.

23. Unique Entity Identifier (UEI) number. TQNUFLK9L3Q7.

24. Notification regarding registration in System for Award Management (SAM) database.

Contractor registered and active in SAM. Cage Code: 3J0B1.

GSA PRICING (WITH IFF)

<i>SIN/SIN(s) Proposed</i>	<i>Description Type</i>	<i>Labor Category/Service Title</i>	<i>Price Offered to GSA</i>
512110	SCLS Labor Category	Aerial Cinematographer	\$3,482.12
512110	Commercial Labor Category	Animator	\$161.06
512110	Commercial Labor Category	Associate Editor	\$127.46
512110	Commercial Labor Category	Associate Producer	\$133.00
512110	Commercial Labor Category	Cinematographer	\$164.43
512110	Commercial Labor Category	Colorist	\$164.43
512110	Fixed Priced Services/Solutions	Composer	\$7,738.04
512110	Commercial Labor Category	Director/Director of Photography	\$192.24
512110	Commercial Labor Category	Editor	\$164.43
512110	SCLS Labor Category	Extra	\$604.53
512110	SCLS Labor Category	Gaffer	\$967.25
512110	SCLS Labor Category	Grip	\$870.53
512110	SCLS Labor Category	Makeup Artist	\$773.80
512110	Commercial Labor Category	Overnight Editor	\$168.06
512110	Commercial Labor Category	Producer	\$166.25
512110	SCLS Labor Category	Production Assistant	\$308.98
512110	Commercial Labor Category	Scriptwriter/Writer	\$168.06
512110	SCLS Labor Category	Still Photographer	\$3,554.66
512110	SCLS Labor Category	Voiceover Narrator	\$1,994.96
541990AV	Commercial Labor Category	A1 - Audio Engineer	\$106.40
541990AV	SCLS Labor Category	A2 - Audio Assistant	\$106.40
541990AV	SCLS Labor Category	A3 - Audio Hand	\$89.77
541990AV	SCLS Labor Category	Camera Operator	\$106.40
541990AV	Commercial Labor Category	L1 -Lighting Director	\$106.40
541990AV	SCLS Labor Category	Projectionist	\$106.40
541990AV	Commercial Labor Category	V1 - Video Engineer	\$106.40
541990AV	SCLS Labor Category	V2 - Camera Video Engineer (switch)	\$106.40
541990AV	SCLS Labor Category	V3 - Video Hand	\$89.77
541990AV, 541430	SCLS Labor Category	AV Scenic Carpenter	\$89.77
512110, 541430	Commercial Labor Category	Associate Producer - PPR	\$151.13

512110, 541430	Commercial Labor Category	Creative Director	\$192.24
512110, 541430	Commercial Labor Category	Creative Director / Sr. Designer - PPR	\$181.36
512110, 541430	Commercial Labor Category	Executive Producer - ONR	\$193.45
512110, 541430	Commercial Labor Category	Executive Producer - PPR	\$163.22
512110, 541430	Commercial Labor Category	Graphic Designer	\$168.06
512110, 541430	SCLS Labor Category	Illustrator/Storyboard Artist	\$420.15
512110, 541430	Commercial Labor Category	Producer - ONR	\$193.45
512110, 541430	Commercial Labor Category	Producer - PPR	\$163.22
512110, 541430	Commercial Labor Category	Production Assistant - ONR	\$151.13
541990AV	Commercial Labor Category	AV Breakout Producer - ONR	\$181.36
541990AV	Commercial Labor Category	AV Breakout Producer - PPR	\$151.13
541990AV, 512110	SCLS Labor Category	Teleprompter Operator	\$870.53
541990AV, 512110	SCLS Labor Category	Audio Tech/Sound Recordist	\$1,160.71
541990AV, 541430	SCLS Labor Category	Graphics Operator	\$181.36
541990AV, 541430	Commercial Labor Category	Project Manager	\$106.40
541990AV, 512110, 541430	Commercial Labor Category	Project Manager	\$166.25

SCLS Matrix		
SCLS Eligible Labor Category	SCLS Equivalent Code/Title	WD Number
A2 – Audio Assistant	13061 – Media Specialist I	2015-4281
A3 – Audio Hand	13061 – Media Specialist I	2015-4281
Projectionist	13061 – Media Specialist I	2015-4281
V2 – Camera Video Engineer	13070 – Photographer	2015-4281
V3 – Video Hand	13061 – Media Specialist I	2015-4281
AV Scenic Carpenter	13010 – Exhibits Specialist	2015-4281
Camera Operator	13070 – Photographer	2015-4281
Graphics Operator	15080 – Graphic Artist	2015-4281
Aerial Cinematographer	13070 – Photographer	2015-4281

Audio Tech/Sound Recordist	13061 – Media Specialist I	2015-4281
Gaffer	13061 – Media Specialist I	2015-4281
Grip	13061 – Media Specialist I	2015-4281
Makeup Artist	24540 – Beautician	2015-4281
Production Assistant	13061 – Media Specialist I	2015-4281
Still Photographer	13070 – Photographer	2015-4281
Teleprompter Operator	13061 – Media Specialist I	2015-4281
Extra	13061 – Media Specialist I	2015-4281
Voiceover Narrator	13061 – Media Specialist I	2015-4281
Illustrator/Storyboard Artist	13040 – Illustrator	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

LABOR CATEGORY DESCRIPTIONS

Experience can be substituted for education or education for experience according to the following guidelines:

A High School Diploma plus four years of experience is the equivalent of a Bachelor's Degree.

An Associates Degree plus two years of experience is the equivalent of a Bachelor's Degree.

A Bachelor's Degree plus four years of experience is the equivalent of a Master's Degree.

A Master's Degree plus two years of experience is the equivalent of a Doctorate Degree.

A1 - Audio Engineer

Responsible for the technical aspects of sound production, recording, mixing, and mastering audio content for main stage live events. Oversees audio and sound related equipment needs and placement including stage, rigging, and power distribution. Manages audio-related support labor. Operates mixing consoles, microphones, amplifiers, and recording during the live event. Ensures audio output meets industry standards and client expectations. Works closely with and follows Producers cues for music, voice overs, mics and other show related elements.

Education: Other Technical School/Certification

Experience: 15 Years

A2 - Audio Assistant

Reports to A1 Audio Engineer for the entirety of the onsite event. Assists with load-in, equipment placement, frequency testing, and other audio-related technical requirements. Follows the direction of the Producer for mic assignments, stage blocking for audio needs, and other show support items.

Coordinates with Stage Manager for micing all stage talent.

Education: Other Technical School/Certification

Experience: 5 Years

A3 - Audio Hand

Reports to A1 Audio Engineer. Assists with load-in, equipment placement, and load-out as it relates to audio and sound equipment.

Education: High School Degree

Experience: 1 Year

Aerial Cinematographer

Responsible for planning and executing the filming of aerial drone shots. Collaborates with key members of the production team to determine the best angles, perspectives, and camera movements to capture dynamic and visually compelling aerial footage. Operates drones equipped with cameras safely and effectively. Provides proper permissions and applies for permits when necessary.

Education: Associate's Degree

Experience: 2 Years

Animator

Collaborates with key team members to conceptualize and design 2D motion graphics or visual effects that effectively communicate the desired message or story. Contextualizes project requirements, target audience, and branding guidelines during the pre-visualization process through the creation of mood boards, style frames, and storyboards. Designs or manipulates graphics, illustrations, icons, and assets to be used in motion graphic animations. Animates elements utilizing industry standard tools and practices. Combines animated elements with audio, music, sound effects, and voiceovers to produce final motion graphic videos or presentations.

Education: Bachelor's Degree

Experience: 10 Years

Associate Editor

Collaborates with key team members of the production team to shape the narrative and pacing of the video project. Makes creative and technical decisions regarding shot selection, sequence arrangement, and overall storytelling approach to effectively convey the intended message or story to the audience. Organizes raw video footage, audio files, graphics, and other assets into a structured and easily accessible system. Performs basic color correction, grading, audio editing, and mixing to enhance the quality and consistency of the footage. Executes revisions, adjustments, and refinements to ensure that the final video meets the expectations and objectives of the project while adhering to deadlines and budget constraints.

Education: Bachelor's Degree

Experience: 2 Years

Associate Producer

Collaborates with clients to identify, conceptualize, and execute projects. Liaison with clients throughout the project life cycle. Creates production schedules, budgets and handles project logistics such as: vendors, travel, and staffing for projects. Assists creative team in developing treatments, scripts, and storyboards. Cast talent, scouts' locations, and drafts shoot schedules. Produces local and on-location shoots, organizing crew, directing talent, and conducting interviews. Manages Editors and Animators throughout post-production, ensuring deliverables meet client goals and expectations. Establishes clear creative and logistical expectations on each project and reacts quickly to creatively troubleshoot problems as they arise. Provides general administrative support as needed.

Education: Bachelor's Degree

Experience: 3 Years

Associate Producer – PPR

Provides logistical support for Producers for a live event project from start to finish. Oversees asset collection process for creative content design and build process. Communicates updates for schedules and deliverables to all team members. Oversees project management folders to ensure deliverables are being met. Works with Producers and Designers to update creative content development timelines and needs based on show updates. Researches and sources third-party vendors to support live show needs. Takes the lead on project management for graphics design only projects.

Education: Associate's Degree

Experience: 5 Years

Audio Tech/Sound Recordist

Set up and maintain all sound recording equipment, including microphones, boom poles, cables, and recorders, etc. ensuring that they are in proper working condition. Records high-quality sound on location or on set during filming, using appropriate microphones and recording techniques to capture clear dialogue, ambient sound, and other audio elements. Operates the boom microphone to capture dialogue and other sound effects, positioning it accurately to capture clear and consistent audio while remaining out of the frame. Coordinates with key members of the production team to ensure that sound recording complements the visual elements of the project and aligns with the creative vision.

Education: Associate's Degree

Experience: 8 Years

AV Breakout Producer – ONR

Leads and oversees all onsite audio-visual logistics related to ancillary sessions, breakouts, and workshop spaces. Acts as main contact for venue, client, and technical service providers in relation to ancillary AV needs. Manages load-in and load-out for all non-main stage contracted spaces including audio-visual equipment, audio-visual labor, and third-party vendors. Collaborates with AV Breakout Coordinator for session room schedule or technical updates. Meets with session presenters to review their content and train on in-room equipment.

Education: Associate's Degree

Experience: 5 Years

AV Breakout Producer – PPR

Works collaboratively with clients to develop audio-visual equipment and labor plans for concurrent, education or breakout sessions taking place during live events. Develops audio-visual equipment and labor lists required to support sessions. Develops and updates onsite crew schedules to support live event sessions. Develops and updates room diagrams and audio-visual set-ups for sessions as needed. Reports to Producer for the duration of the project.

Education: Associate's Degree

Experience: 5 Years

AV Scenic Carpenter

Builds, constructs and installs hard set pieces as part of the overall audio-visual stage set-up during load-in for the live event. Works closely with production teams to construct according to diagrams and plots. Scenic may include drape, screens and custom-designed walls and three-dimensional pieces. Skills include carpentry, welding, fabrication, and more. Reports to Production Manager and Producer. Directs AV Scenic Techs during load-in and load-out.

Education: High School Degree

Experience: 5 Years

Camera Operator

Responsible for assembly and operation of a camera and audio/video services during live and recorded events. Follows direction of the V2 Camera Video Engineer during rehearsals and live event to provide a video feed. Camera operators may use cameras on tripods, hand-held cameras, steady-cams (if certified), or jibs (if certified) and other A/V Equipment as required.

Education: None

Experience: 1 Year

Cinematographer

Produces videos using creative and reliable cinematography practices. Understands a variety of filming systems and gear included stabilization systems and has the ability to learn other specialty equipment as needed. Creates interesting and unique shot compositions and provides professional lighting, audio, and equipment setups to create high-quality, cinematic looks. Travel for on-location shoots. Work with Directors, Producers, and Director of Photography as needed to develop treatments, blocking scripts, and storyboards, as well as conduct location scouting and draft shooting schedules. On-site, work closely with fellow Cinematographers, Producers, and Creative Directors. Stage and direct talent to create a comfortable environment while prompting engaging performances. Conduct photo shoots as

necessary. Detail, and procure rentals for, necessary equipment for shoots based on each project's creative outline. Pack equipment for shoots and maintain the LAI studio space.

Education: Bachelor's Degree

Experience: 8 Years

Colorist

Adjusts the color and tone of footage to achieve a desired aesthetic, mood, or technical consistency between shots using color grading software. Works closely with key members of the production team to understand the creative vision for the project. Conducts quality checks to ensure that the final color-graded footage meets technical specifications and industry standards for color accuracy, contrast, and overall visual quality. Reviews the final output on various display devices to ensure consistency and compatibility across different viewing platforms.

Education: Bachelor's Degree

Experience: 10 Years

Composer

Composes music that synchronizes with the timing, pacing, and mood of the visuals, enhancing the overall narrative and emotional resonance of the project. Determines the instrumentation and orchestration for musical compositions, overseeing the recording, production, and mixing of musical compositions. Ensures high-quality sound recording and production techniques are employed to achieve professional-level audio fidelity and clarity.

Education: Associate's Degree

Experience: 10 Years

Creative Director

Budgets and plans and executes projects of moderate complexity in order to ensure completion to high standards of quality within time frame and budget. Manages creative teams including on-staff and contract artists, designers, programmers, editors, writers, and others. Creates specifications and budgets for creative projects. Assists the Producer/Project Manager in the creation or execution of work plans, timelines, and creative work allocation. Participates in the development of creative concepts, content, site maps, strategic plans, campaigns and other production elements. Interfaces with clients for creative proposals and liaison meetings.

Education: Bachelor's Degree

Experience: 10 Years

Creative Director / Sr. Designer – PPR

Develops event brand identity design utilizing unique design elements while adhering to brand guidelines. Works collaboratively with client to refine event design and get to final approved look. Develops event brand guidelines such as color palette, logo options, and font usage. Develops speaker presentation templates and show deck content template. Designs print, digital, and other creative support materials under the direction of the Producer. Edits and refines all deliverables per feedback from client.

Education: Associate's Degree

Experience: 10 Years

Director/Director of Photography

Ensures that the artistic objectives of each project are met while adhering to budgetary and scheduling constraints. Leads the cast and crew to deliver high-quality content that aligns with the company's

standards and objectives. Collaborates with writers, producers, and other key stakeholders to develop and refine the creative vision for each project. Conducts thorough analysis of scripts to understand thematic elements and overall narrative structure. Participates in pre-production meetings to discuss shot lists, blocking, and logistical requirements for filming. Assists in casting decisions and guides actors on-set, providing feedback on performances, and ensuring consistency. Works with the Director of Photography or Cinematographers to determine camera placement, movement, and framing to effectively capture scenes in accordance with the script and creative vision. Monitors the quality of footage throughout the filming process, ensuring that it meets the technical and artistic standards of the company. Provides input during post-production editing to ensure that the final product reflects the intended vision and maintains continuity.

Education: Bachelor's Degree

Experience: 10 Years

Editor

Collaborates with key team members of the production team to shape the narrative and pacing of the video project. Makes creative and technical decisions regarding shot selection, sequence arrangement, and overall storytelling approach to effectively convey the intended message or story to the audience. Organizes raw video footage, audio files, graphics, and other assets into a structured and easily accessible system. Performs basic color correction, grading, audio editing, and mixing to enhance the quality and consistency of the footage. Executes revisions, adjustments, and refinements to ensure that the final video meets the expectations and objectives of the project while adhering to deadlines and budget constraints.

Education: Bachelor's Degree

Experience: 8 Years

Executive Producer – ONR

Leads and oversees all onsite production logistics. Acts as main contact for venue, client, and technical service providers in relation to main stage needs. Manages load-in and load-out for all contracted elements including audio-visual and third-party vendors. Manages production team members. Leads all technical and talent rehearsals. Ensures all creative content, scripts, cue sheets, and run of shows are up to date and accurate. Coordinates with client for all talent requirements. Directs and calls the show cues for all main stage sessions. Develops onsite solutions for issues or changes that arise while onsite.

Education: Associate's Degree

Experience: 15 Years

Executive Producer – PPR

Leads and oversees all aspects of project management for a multi-day or high-profile live event project from start to finish. Manages all team members and project contributors throughout entire project period. Collaborates with clients to identify, conceptualize, and execute projects and liaise with clients throughout the project life cycle. Creates and continually updates production budgets, cue sheets, run of shows, production schedules, and other documentation required for project completion. Develops creative content plan and works with Creative Director to develop, design, and build show content. Designs and revises scenic options for programming needs. Develops audio-visual plan and oversees all related logistics including equipment and labor lists, room diagrams, fire marshal approval and crew schedules. Provides creative consultation for programs and attendee engagement ideas. Establishes clear creative and logistical expectations on each project and reacts quickly to creatively troubleshoot problems as they arise.

Education: Associate's Degree

Experience: 15 Years

Extra

An actor for a non-speaking role, typically used to populate the background of scenes to create a sense of realism and atmosphere.

Education: None

Experience: 0 Years

Gaffer

Collaborates with the Director of Photography (DP) to plan and execute the lighting setup for each scene, ensuring that it aligns with the creative vision of the project. Oversees the setup, operation, and maintenance of all lighting equipment, ensuring that they are properly configured and in working order. Executes or designs lighting schemes with direction from the DP to enhance the mood, atmosphere, and visual composition of each shot. Ensures electrical safety on set. Adjusts lighting levels, angles, and colors during filming to achieve optimal exposure and visual consistency, adjusting in real time based on feedback from the DP and Director. Rigs lighting fixtures in various positions and heights, ensuring that they are securely anchored and do not obstruct camera movement or block subjects.

Education: High School Degree

Experience: 3 Years

Graphic Designer

Provides professional support designing, laying out, updating, and coordinating the production of a wide array of commercial graphic design and creative print media. Develops iconography, publications, presentations, exhibits, signage, illustration support for motion graphics, and other materials.

Demonstrates thorough knowledge of graphic industry standards and graphic media. Able to produce appropriate file formats for various types of printing and electronic applications.

Education: Bachelor's Degree

Experience: 5 Years

Graphics Operator

Responsible for graphic design services and transmission of visual components and professional video services. Operates multiple laptops to provide graphic elements such as full-screen content, scenic content, lower thirds, logo bugs, live website feeds, and speaker presentation support during rehearsals and live events. Work closely with clients, and presenters to make onsite edits to content. Follows direction of Producer for all operation and advancement cues during rehearsals and live event.

Troubleshoot technical issues with presenter computers, maintain graphic assets, and adapt to last-minute changes to ensure a seamless and polished presentation.

Education: High School Degree

Experience: 5 Years

Grip

Assists with the setup, adjustment, and maintenance of grip equipment, including but not limited to stands, rigging hardware, dollies, tracks, and other specialized tools required for camera support and movement. Collaborates with the camera department to provide support for camera rigs, stabilizers, and other accessories, ensuring that they are securely mounted and properly balanced for smooth and steady shots. Assists in rigging and securing lighting fixtures, flags, diffusion frames, and other equipment to

achieve the desired lighting effects and control light spill on set, working closely with key team members as needed. Adheres to safety protocols and assists in the preparation and breakdown of shooting locations.

Education: High School Degree

Experience: 2 Years

Illustrator/Storyboard Artist

Sketches out frames for animation or live action to assist in aligning the team and client on the final piece. Provides original illustrations for the final project as necessary.

Education: Associate's Degree

Experience: 2 Years

L1 -Lighting Director

Responsible for lighting design of the main stage event. Selects lighting fixtures, colors, intensities, and angles to achieve the desired aesthetic. Supervise lighting technicians during load-in and load-out.

Oversee lighting set-up including power distribution, rigging, and safety protocols. Operate lighting consoles and software to program and control the intensity, color, and movement of lighting fixtures. Follows Producers lighting cues during rehearsals and live events.

Education: Other Technical School/Certification

Experience: 15 Years

Makeup Artist

Skillfully applies makeup products utilizing techniques to achieve desired effects as required by the overall creative direction. Ensure consistency in makeup continuity throughout filming by providing on-set touch-ups and adjustments.

Education: High School Degree

Experience: 2 Years

Overnight Editor

Collaborates with key team members and clients to shape the narrative and pacing of a quick-turnaround or overnight video project. Is available at non-business and extended hours in order to hit an aggressive short turn timeline. Makes creative and technical decisions regarding shot selection, sequence arrangement, and overall storytelling approach to effectively convey the intended message or story to the audience. Performs basic color correction, grading, audio editing, and mixing to enhance the quality and consistency of the footage. Executes revisions, adjustments, and refinements to ensure that the final video meets the expectations and objectives of the project while adhering to deadlines and budget constraints.

Education: Bachelor's Degree

Experience: 10 Years

Producer

Collaborates with clients to identify, conceptualize, and execute projects. Liaisons with clients throughout the project life cycle. Creates production schedules, budgets and handles project logistics such as: vendors, travel, and staffing for projects. Assists creative team in developing treatments, scripts, and storyboards. Cast talent, scouts' locations, and drafts shoot schedules. Produces local and on-location shoots, organizing crew, directing talent, and conducting interviews. Manages Editors and Animators throughout post-production, ensuring deliverables meet client goals and expectations.

Establishes clear creative and logistical expectations on each project and reacts quickly to creatively troubleshoot problems as they arise. Provides general administrative support as needed.

Education: Bachelor's Degree

Experience: 8 Years

Producer – ONR

Leads and oversees all onsite production logistics. Acts as main contact for venue, client, and technical service providers in relation to main stage needs. Manages load-in and load-out for all contracted elements including audio-visual and third-party vendors. Manages production team members. Leads all technical and talent rehearsals. Ensures all creative content, scripts, cue sheets, and run of shows are up to date and accurate. Coordinates with client for all talent requirements. Directs and calls the show cues for all main stage sessions. Develops solutions for issues or changes that arise while onsite.

Education: Associate's Degree

Experience: 10 Years

Producer – PPR

Leads and oversees all aspects of a single or multi-day live event project from start to finish. Manages all team members and project contributors throughout entire project period. Collaborates with clients to identify, conceptualize, and execute projects and liaise with clients throughout the project life cycle. Creates and continually updates production budgets, cue sheets and run of shows, production schedules and deliverables timeline, and other documentation required for project completion. Develops creative content plan and works with Creative Director and designers to develop, design, and build show content. Designs and revises scenic options for programming needs. Develops audio visual plan and oversees all related logistics including equipment and labor lists, room diagrams, fire marshal approval and crew schedules. Provides creative consultation for programs and attendee engagement ideas. Establishes clear creative and logistical expectations on each project and reacts quickly to creatively troubleshoot problems as they arise.

Education: Associate's Degree

Experience: 10 Years

Production Assistant

Assists crew and talent as needed.

Education: High School Degree

Experience: 0 Years

Production Assistant – ONR

Provides onsite support to Producers, Stage Managers, Speaker Ready Room Managers, Project Managers, and Breakout Producers.

Education: Associate's Degree

Experience: 3 Years

Project Manager

Responsible for all audio-visual equipment and labor contracted for the event. Collaborates with Producer on any technical issues or changes that may arise while onsite.

Education: Associate's Degree

Experience: 3 Years

Project Manager

Manages project budgets and financial reporting. Collaborates with clients to identify, conceptualize, and execute projects. Liaisons with clients throughout the project life cycle. Creates production schedules, budgets and handles project logistics such as: vendors, travel, and staffing for projects. Assists creative team in developing treatments, scripts, and storyboards. Cast talent, scouts' locations, and drafts shoot schedules. Establishes clear creative and logistical expectations on each project and reacts quickly to creatively troubleshoot problems as they arise. Provides general administrative support as needed.

Education: Bachelor's Degree

Experience: 8 Years

Projectionist

Oversees screen and project placement for main stage during live event. Ensures projectors are calibrated and focused throughout the event. Works with Producer to provide technical requirements when custom-sized screens are being utilized during a program. Collaborates with V1 Video Engineer for source routing.

Education: High School Degree

Experience: 5 Years

Scriptwriter/Writer

Writes or assists in the writing for projects including, but not limited to, editorial content, speeches, presentations, website text, video scripts, press releases, and media kits. Assists with research, takes notes, and works with transcribed content. Participates in creative development of themes, strategies, brands, and campaigns. Checks facts and accuracy, may review, proof, and correct text for clear language, spelling punctuation, grammar, readability, style, and agreement with clients' style guidelines and editorial policy.

Education: Bachelor's Degree

Experience: 8 Years

Still Photographer

Captures, edits, and lights for behind-the-scenes photos or on-set photos as directed by the project's creative brief.

Education: High School Degree

Experience: 8 Years

Teleprompter Operator

Sets up and calibrates teleprompter equipment, ensuring that it is positioned correctly and functions properly for use during filming or live presentations. Uploads scripts into the teleprompter software, formatting text for optimal readability and adjusting settings such as scrolling speed and font size to accommodate the speaker's preferences and pacing. Makes edits and changes at the direction of a presenter or the Producer during rehearsals. Operates the teleprompter system during filming or live presentations. Provides final scripts for archival purposes following the program.

Education: High School Degree

Experience: 5 Years

V1 - Video Engineer

Responsible for the technical aspects of all video-related equipment for the main stage space. Oversee the installation, routing, sourcing for screens, projectors, cameras, video playback, graphics content, etc. Oversee proper set-up and routing of all cabling and video-related feeds to tech tables and in-room screens. Responsible for program switch and mixing that feeds audience viewing screens and confidence monitors. At the direction of the Producer, builds all presets and handles necessary routing to support live show needs. Follows the direction of the Producer's cues during live show for screen mixing. Ensure the video and switch quality meets client's expectations. Ensures camera and program records are calibrated and delivered appropriately.

Education: Other Technical School/Certification

Experience: 15 Years

V2 - Camera Video Engineer (switch)

Supervise camera operators during load-in and load-out for proper configuration. Provide direction to camera operators during the live show for camera angles, shots, and movements to capture the action effectively. Accurately switch between camera feeds during live show to best follow the action. May operate a set of robotic cameras. Provides switched feed to V1 Video Engineer.

Education: High School Degree

Experience: 5 Years

V3 - Video Hand

Reports to V1 Video Engineer. Assists with load-in, equipment placement, and load-out as it relates to video equipment.

Education: High School Degree

Experience: 1 Year

Voiceover Narrator

Provides narration, dialogue, or commentary for various types of media.

Education: None

Experience: 0 Years

ODC GSA PRICING (w/IFF)

<i>SIN Proposed</i>	<i>Support Product/ Labor (ODCs)</i>	<i>ODC Description</i>	<i>Unit of Issue</i>	<i>Ceiling Price/Rate Offered to GSA</i>
541810ODC	3 days of program with 3 Screen/Projector Set-Up	3 Screen/Projector set-up w/drape and uplights Sound system for audience of approximately 1000 attendees 1 day load-in, 1 day rehearsal, 3 days Show	Each	\$105,336.20
541810ODC	3 days of programming, with 2 screens/projectors and LED Wall Backdrop for Scenic	10'H x 24'W LED Wall as Scenic plus 2 screens/projectors Sound system for audience of up to 500 attendees 1 day load-in, 3 days programming/rehearsals	Each	\$79,212.24
541810ODC	2 days of programming, 2 screens/projectors and LED Panels Backdrop for Scenic	Five 2'Wx6'H LED panels as scenic, plus 2 screens/projectors Sound system for 100 attendees 1 day with load-in & rehearsals/programming, 1 day with programming	Each	\$48,153.06
541810ODC	3 days of programming, Multi-Screen Custom Scenic with LED	Two Edgeblend screens (10'H x30'W), 1 center LED, plus 4 LED panels Sound System for up to 1,000 attendees 2 days load-in w/rehearsals, 3 days of programming	Each	\$148,768.04
541810ODC	1 day gala w/Custom Scenic	Custom Scenic Design Sound for up to 1000 ppl 1 day load-in/rehearsals/show/load-out	Each	\$103,058.61
541810ODC	Basic Teleprompter equipment & software	Teleprompter equipment rental package - 2 laptops, seamless computer switcher, HDMI to SDI signal converter - DIST amp, op monitor to check signal (i.e. No rise & fall presidential paddles). Operator costs not included.	Daily	\$185.89
541810ODC	Teleprompter Robotic Rise & Fall equipment & software	Motorized Presidential Operating System with two robotic paddles Operator costs not included Delivery/shipping not included	Daily	\$929.47