

# Media Production Proposal

*Our goal is to maximize clarity and answer potential questions on the front end.*

*We're excited to hear your thoughts.*

Deliverables	Estimated Timeline
<ul style="list-style-type: none"><li>• 3-6 min promo video showcasing CHI's services and background<ul style="list-style-type: none"><li>○ 4K final delivery consisting of:<ul style="list-style-type: none"><li>▪ Interviews footage</li><li>▪ Staff &amp; services BROLL</li><li>▪ Archival BROLL</li><li>▪ Graphics animation</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Shooting Range<ul style="list-style-type: none"><li>○ October - November</li></ul></li><li>• Delivery Timeline:<ul style="list-style-type: none"><li>○ Revision Edits:<ul style="list-style-type: none"><li>▪ December 8th-13th</li></ul></li><li>○ Final Edit:<ul style="list-style-type: none"><li>▪ December 20th</li></ul></li></ul></li></ul>

## Additional Notes

- Further editing deliverables (such as a longer version or changes in graphics) will be assessed as a new project with a new budget range.
- Invoices are to be issued both after shooting and delivery. Payments will be due within two weeks of issuance.

## Budget Cap

Total cost will not exceed:

**\$3,150**

*We've never gone over budget on a project! Our goal is to always come in under budget, in fact, while maintaining exceptional quality! We will clearly communicate a budget revision request for your approval should we need to.*

## An All-Star Team

Budget allocation includes:

- **Brinson Davenport**, an award-winning cinematographer & producer
- **Marianna Davenport**, a skilled accountant and project manager
- **Neil Shewmaker**, an experienced lighting technician and commercial video editor
- **Patrick Kelly**, a professional audio technician, to mix the video's audio

- Preproduction and conceptualization time
- Professional 4K cinema footage, high-speed recording cards, video monitor, etc.
- Software and systems expenses
- Our editor using gold standard software (Davinci Studio)
- Cinema footage is expensive to store; we use massive drives to keep your footage backed up and safe
- Contingency fund for unexpected costs

# MEDIA PRODUCTION CONTRACT

## 1. OVERVIEW

- 1.1. This agreement (“Contract”) is between the undersigned (“Partner”) and BAMFAM Films (“Studio”), for a media production project (“Project”).
- 1.2. Upon signing by the above parties, Contract shall be legally binding and enforceable under the laws of the United States.

## 2. COMMITMENTS

- 2.1. Studio commits to leveraging creativity, skills, and equipment to provide commercial media production services to Partner.
- 2.2. Partner commits to maintaining clear, quick communication, aiming to respond to communication within one to three business days.

## 3. SERVICES & DELIVERABLES

- 3.1. Scope of Work: Studio will execute agreed-upon content as outlined in the “Deliverables” & “Timeline” sections above.

## 4. INTELLECTUAL PROPERTY

- 4.1. Granting of License: Partner will receive content usage rights only after Project is completed and all payments are received. Studio grants Partner a non-exclusive, perpetual, worldwide license to use the final deliverables for commercial, promotional, or internal use.
- 4.2. Studio may use content for its own portfolio, promotional reels, website, or social media. Commercial use by Studio (such as reselling footage or licensing to third parties) requires written permission from Partner.

## 5. DISPUTE RESOLUTION

- 5.1. Any disputes arising from this Contract will first be resolved through mediation. If unresolved, the parties agree to arbitration through a legal representative.

## 6. COMPENSATION

- 6.1. Payments will be made according to the “Budget” section above.
- 6.2. In the event of cancellation, Partner agrees to compensate Studio for all completed work to date. The valuation of completed work will be determined in good faith by Studio and communicated to Partner.
- 6.3. Late Fees: A 5% late fee will be added for payments more than 7 days past due, accruing monthly.
- 6.4. If Partner reschedules a production date with less than 5 business days’ notice, Studio reserves the right to charge a rescheduling fee or recover non-refundable costs.

## **7. LIABILITY AND INDEMNITY**

- 7.1. Indemnity: Both parties agree to indemnify and hold harmless the other from any claims, damages, or legal disputes that arise due to negligence, breach of contract, or failure to fulfill responsibilities under Contract.
- 7.2. Force Majeure: Neither party shall be held liable for failure to perform due to events beyond reasonable control (e.g., natural disasters, pandemics, acts of war).

## **8. TERM & TERMINATION**

- 8.1. This contract shall begin on the date of signing and continue until final payment to Studio is completed.
- 8.2. Either party may terminate this agreement at any time by providing written notice (email is acceptable).
- 8.3. Breach of Contract: If either party fails to meet their responsibilities as outlined in this Contract, the other party reserves the right to terminate.

## **9. AMENDMENTS AND MODIFICATIONS**

- 9.1. Written Modifications: Any changes or amendments to this Contract must be made in writing and signed by both Partner and Studio.

**PARTNER REPRESENTATIVE FULL NAME:**

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**PARTNER REPRESENTATIVE SIGNATURE:**

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**DATE OF SIGNING:**

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**STUDIO REPRESENTATIVE FULL NAME::**

Brinson Davenport

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**STUDIO REPRESENTATIVE SIGNATURE:**



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**DATE OF SIGNING:**

11/11/2025

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