



Request For Proposal: Videographer for 2026 Mayor's Character Breakfast

Issued by:

Lee's Summit CARES

Event Date:

January 15, 2026

Proposal Deadline:

September 30, 2025

Event Location:

John Knox Village Pavilion - Lee's Summit, MO

Contact:

Kaela Jordan, kaela.jordan@lscares.org

Overview:

Lee's Summit CARES seeks a professional videographer to capture the Mayor's Character Breakfast, our largest annual community event, highlighting positive character throughout Lee's Summit. This event draws up to 600 attendees and includes live speakers, honorees, performances, and interactions among community members.

Scope of Work:

- Pre-event planning consultation with staff
- Full coverage of the event (approx. 2–3 hours onsite)
- B-roll of audience, venue, honorees, and decor
- Professional audio capture of speakers and program
- Highlight reel (2–4 minutes) and full edited video of the event (30–60 minutes)
- Delivery of final edited content within 30 days of event
- Permission for Lee's Summit CARES to use footage across all platforms
- Flexibility to work with venue restrictions and nonprofit budget

Proposal Requirements:

- Portfolio of past event work (especially similar events)
- Pricing breakdown
- Timeline of deliverables
- List of equipment and personnel
- Proof of insurance and business license
- References from at least 2 past clients