

**Schedule I
Scope of Services**

OPPORTUNITY:	DOCUMENTARY MEDIA PROVIDER
RFP NUMBER	PM2019-009

The Philadelphia Marathon is requesting proposals from qualified persons or entities to be the Documentary Media Provider for the 2019 Philadelphia Marathon.

Duties:

1. Report to Executive Race Director.
2. Photograph all of the various events spanning the Philadelphia Marathon Weekend and the notable and key persons (including, but not limited to, sponsors and partners to Philadelphia Marathon Weekend).
3. Create relevant video and motion content, including recruitment, highlighting individual stories and producing post-race highlights and recaps, focused on race promotion, runner stories, storytelling, promoting overall running in Philadelphia and general Philadelphia tourism.
4. Utilize a catalog of past Philadelphia Marathon Weekend photos and video content ("*Archive Content*") in order to create more focused films and targeted advertising strategies.
5. Lead creative efforts to produce and delivery finished content in a timely and efficient manner.
6. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring prior to the Philadelphia Marathon Weekend.
7. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring after the conclusion of the Philadelphia Marathon Weekend.
8. Submit a detailed post-event report, including but not limited to, key observations and all relevant supporting documentation created or otherwise obtained in the course of performing of this Scope of Work.

Qualifications:

1. Demonstrated experience in providing photo and video content for large scale events.
2. Ability and capacity to coordinate multiple photo and video staff across a widespread area.
3. Access and rights to Archive Content.
4. Experience in creating, developing and producing promotional content, specifically geared towards race registration, storytelling and tourism.
5. Ability to work successfully under pressure and produce quality work in a timely manner.