

Appendix – Videography Services

In order to comply with our guidelines, proposals must take into account the following conditions:

For the organisation of our events in Brussels, Belgium, we require videography services to document events and produce high-quality video recordings for dissemination and archival purposes. Depending on the type and format of the event, this may include lectures, panel discussions, conferences, or public debates. The primary focus of the service is therefore the recording and post-production of event-related video material.

In addition, from 2027 onwards, the Brussels Office of the Rosa-Luxemburg-Stiftung plans to carry out a number of broader video projects presenting and documenting the work of the office beyond individual events. The contractor may furthermore be asked to provide occasional smaller-scale video editing services for the office's social media channels.

In accordance with the terms of the call for offers, the following conditions must be fulfilled by the contractor:

In general:

- We need to obtain a written offer before confirming any order;
- Invoices must clearly break down all items (e.g. filming, equipment, travel costs, post-production, etc.);
- All relevant information regarding the service must be provided in advance (e.g. technical setup, number of cameras, lighting requirements, timing, deliverables);
- All invoices must be in English;
- RLS will pay by bank transfer (see clause 6 Assignments and invoicing);
- The contractor must ensure a professional standard of audiovisual quality (image and sound);
- The contractor should be flexible and able to adapt to different event formats and venue conditions.

Videography services:

Event videography services:

- We require video coverage of events, typically including lectures, panel discussions, conferences, public debates, or similar formats;
- The contractor should provide an appropriate filming setup (e.g. one or multiple cameras, depending on the event);
- The contractor may be required to provide lighting and basic sound equipment, if necessary;
- The contractor must ensure stable, high-quality recordings (preferably in 4K where feasible);
- The contractor should be able to capture both wide shots and close-ups where relevant;
- The contractor may be required to conduct a short site visit and/or test recording in advance;
- Deliverables typically include a full recording (clean feed) and, where requested, selected still images or short clips for communication purposes;
- Post-production requirements are generally minimal but may include basic editing (e.g. trimming, combining camera angles, sound adjustment).

Non-event-related video projects:

- From 2027 onwards, the contractor may additionally support the production of broader video projects documenting and presenting the work, activities and focus themes of the Brussels Office of the Rosa-Luxemburg-Stiftung beyond individual events;
- Such projects may include interviews, office-related video portraits, documentation of political interventions, or thematic video productions connected to the office’s work.

Social media and digital communication content :

- Depending on communication needs, the contractor may be asked to prepare shorter edited clips or teaser videos for use on social media channels and digital communication platforms;
- The contractor may occasionally be asked to adapt video material into different formats and aspect ratios suitable for social media dissemination (e.g. vertical or square formats, subtitles, short-form clips).

Periods for delivery:

The contractor undertakes to respond to each request as soon as possible and no later than 72 hours by submitting the requested financial offer(s).

The contractor must also be reachable for urgent requests (including weekends or outside regular working hours), where necessary.

The final deliverables must be provided within an agreed timeframe, to be specified in each individual request.

The prices stated in each individual offer, once agreed upon with the client, shall be binding for the respective order.

All offers received are weighed according to the following criteria: Price of your fees – 50%, relevant references – 50%.

To facilitate the sending of your price lists, we suggest this table of contents, without prejudice to the exclusion of those that are not applicable or inclusion of any other service or commission that we should take into account to evaluate the proposal. We will average them all.

SERVICE	WHERE NECESSARY: More detailed description of service	PRICE
Half-day (4 hours) video recording (clean feed, 4K) of a conference with 2 people sitting on stage, incl. single-camera setup, basic audio setup (incl. microphones)		

Half-day (4 hours) video recording (clean feed, 4K) of a conference with 2 people sitting on stage, incl. two-camera setup, basic audio setup (incl. microphones)		
Additional filming hour		
Additional camera operator (if required)		
Lighting equipment (if required)		
Pre-event site visit / test recording (if required)		
Travel costs (your location to Brussels, Belgium)		
Off-hours service (weekends / evenings)		
Full day (8 hours) video recording (clean feed, 4K) of a conference with 6 people sitting on stage, incl. single-camera setup, basic audio setup (incl. microphones)		
Full day (8 hours) video recording (clean feed, 4K) of a conference with 6 people sitting on stage, incl. two-camera setup, basic audio setup (incl. microphones)		
Additional filming hour		
Lighting equipment (if required)		
Pre-event site visit / test recording (if required)		
Travel costs (your location to Brussels, Belgium)		
Off-hours service (weekends / evenings)		
Basic editing (trimming, combining angles etc.) of 90-min event recording		

Extraction of 5 still, high-quality photos from video for social media (1080 x 1920px)		
Extraction of 3 short clips (1:00 min., 1080 x 1920px) for social media		
Fee for express delivery / fast turnaround (if required)		
Fee for last-minute / urgent request surcharge (if required)		
Extended editing of 90-min event recording		

By signing, you agree to the conditions of order and agreement as set out in the request.

The indicative prices apply to the term of agreement.

Name, legally binding signature, date.