

TERMS OF REFERENCE (TOR)

I. PROJECT: WTTC ATTENDANCE PROMOTION CAMPAIGN

II. REQUIREMENT: PHOTOGRAPHER / VIDEOGRAPHER

III. OBJECTIVES OF THE EVENT:

To document the official meetings and activities of the Secretary in Tokyo, Japan.

IV. SCOPE OF WORK DELIVERABLES:

- Full coverage of the event (3 events).
- Provide shot list based on the program prior to the event, for approval of the DOT Tokyo.
- Submit the final art work of the photos and video:
 - In USB format
 - High resolution video should be two minutes or less to be used for tourism and marketing promotions.
 - Provide the raw material of the photos and videos in high resolution.
 - The final edited video and photos will be delivered to DOT Tokyo in USB or CD format, for uploading to DOT Tokyo's website or DOT Tokyo's social media accounts on Facebook and Instagram.

V. TECHNICAL AND ELIGIBILITY REQUIREMENT:

- Must be Japanese company with 2-year experience in video production and editing
- Must have an office in Tokyo, Japan

VI. SUBMISSION OF PROPOSAL

Please submit proposal on or before 11 March 2022

VII. BUDGET:

Estimated budget is Japanese Yen One Hundred Seventy-Five Thousand (JPY150,000), inclusive of tax.

VIII. CONTACT

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