

**2010 New Jersey Black Issues Convention**  
**VIDEOGRAPHY SPECIFICATIONS**

**Project Name:** 28<sup>th</sup> Annual New Jersey Black Issues Leadership Convention

**Organization**

**for Billing:** New Jersey Black Issues Convention  
P.O. Box # 1843  
Newark, NJ 07101

**Contact:** Clyde C. Allen, Conference Director  
(Phone) (908) 561-4062; (Fax) (908) 561-6827  
(E-mail) Clyde@allenandpartners.com

**Dates:** October 7 – 9, 2010 (2.5 days)

**Event Location:** Hyatt Regency New Brunswick, New Jersey  
Two Albany Street  
New Brunswick, N.J.

**Videography Specifications**

**Video Usage:**

Conference documentation; 2010 conference promo

**Hours of Coverage:**

Thursday (10/7/10): 8:30 AM – 10:00 PM

Friday (10/8/10): 8:30 AM – 10:00 PM

Saturday (10/9/10): 8:30 AM – 1:30 PM

**Video Footage Required:**

**Full** video coverage required of:

Plenary Sessions; Luncheons; Forums; Dinner

**Partial** video coverage required of:

Concurrent breakout sessions; Exhibit area;  
Speakers/ Panelists/ Conferees; Spot interviews

**Other Requirements:**

Work with the NJBIC Convention Consultant for daily assignment, set-ups and coordination with other media

Provide daily footage each day

Preparation of scheduled video clips from the events of the day, which will be uploaded to the NJBIC Conference Website

**Video Format:** Mini DV or Beta SP

**Equipment:** 1-Camera (2-persons)

**Tapes due to client at end of event**

**RESPONSE REQUIRED BY 5:00 PM AUGUST 18, 2010**