**Virginia Tourism Authority d/b/a Virginia Tourism Corporation (VTC)**

**Request for Quote**

**Content Creator Brief - Job #**

**Description:** Content Creation partnership with NAME in support of Virginia is for Lovers + CAMPAIGN.

Please provide a quote that is a flat rate total for providing all the services listed in this Content Creator Brief #

VTC will provide Content Creator a flat rate related to the deliverables:

* **$PRICE** For the creation of XYZ DELIVERABLES

**Content Creator Name:**

**Usage & Agreement:** Please refer to attached Special Terms and Conditions.

**Content Requirements**:

**Social Media Requirement:**

* Social content shall include Hashtags: #VisitVA
* Social content shall include Tags: @VisitVirginia and geo-tagging the destination

**Delivery –**

* Approx. date for travel
  + IG Reel and copy sent to Virginia Tourism for approval by DATE
  + Final video published on DATE
* NAME shall provide analytics for content created for this partnership. VTC will provide a form for this reporting. This shall be completed within 2 weeks of publish, by DATE.
* If applicable, all completed model releases and property releases should be delivered with images and digital media.

**Deliver final product to**:

NAME AND EMAIL

**Please submit quote/bid to:**

NAME AND EMAIL

Virginia Tourism Authority d/b/a Virginia Tourism Corporation (VTC)

**Special Terms and Conditions**

**Brief # (Insert job number)**

1. All writings/blogs and digital media created, developed and/or produced under this Writer/Blogger Brief shall become the sole property of VTC. VTC has unlimited usage rights to all such writings/blogs and digital media for an unlimited time to promote Virginia destinations at no additional cost to VTC. (Note: Digital media is defined, for this purpose, as any image, document or file delivered to VTC under this Writer/Blogger Brief)

2. VTC has the right to use writings/blogs and digital media without restriction.

3. Writings/Blogs and digital media may be used by VTC, local tourism offices, the Virginia Film Office, Virginia State Parks, Virginia state agencies, and any other entity VTC deems appropriate in promotional publications, websites, advertising, editorial, advertorial, press kits, video multimedia, social media, the official Virginia state roadmap, and all forms of media, or any other use VTC deems appropriate at no additional cost to VTC.

4. Should digital media be included, writer/blogger/photographer shall hire and pay for models as needed for the project and provide VTC with signed model releases for any images that include a recognizable face. These releases shall give the VTC and their representatives and/or assigns the right and permission to publish, without charge, the digital media.

5. Should digital media be included, writer/blogger/photographer will provide VTC with signed property releases when necessary, as determined by the VTC, for any imagery that includes a recognizable destination. These releases shall give the VTC and their representatives and/or assigns the right and permission to publish, without charge, the digital media.

6. Writer/blogger and/or model(s) may use the writings/blogs and digital media in their portfolio. Any other use of writings/blogs or digital media by writers/bloggers or model(s) shall be approved by VTC in writing prior to use.

7. Writer/blogger may not sell, lease, or otherwise convey ownership or authorization for use of writings/blogs or digital media created, developed and/or produced on behalf of VTC to any other entity without explicit approval from VTC in writing.

8. VTC is exempt from taxation as a public body corporate and as a political subdivision of the Commonwealth.

# 9. Payment Terms - All services provided shall be performed to the satisfaction of VTC and in accordance with all applicable federal, state and local laws ordinances, rules, policies and regulations. Payment for services will be made within thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later. This provision shall not affect offers of discounts for payment in less than 30 days, however. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail.