



Carroll Multimedia

P.O. Box 332152
Murfreesboro, TN 37128
Tel: (931) 581-7420

Proposal for 2020 Monthly
Event Coverage and Social
Media Management for
Manchester Tourism and
Community Development
Commission

DATE

Tuesday, January 14, 2020

Invoice For:

Manchester, TN Tourism & Community Development Commission
Manchester City Hall
200 W. Fort Street
Manchester, TN 37355
(931) 728-4652

Prepared by:

Carroll Multimedia

Events To Be Covered (Hours of Time Beside Event) (Based on 2019 Usage and Events)

January

February Revival @ The Church @ 117 (2), Create Ad for Social Media (2), Create Sponsorship Loop Video (1)

March

April Revival @ The Church @ 117 (2), Create Ad for Social Media (2), Create Sponsorship Loop Video (1)

May

June Event Coverage at Bonnaroo 2020 (6)

July Rotary Park 4th of July Concert (2), Create Ad for Social Media (2), Create Sponsorship Loop Video (1)

August Revival @ The Church @ 117 (2), Create Ad for Social Media (2), Create Sponsorship Loop Video (1)

September Revival @ The Church @ 117 (2), Create Ad for Social Media (2), Create Sponsorship Loop Video (1)

October Event Coverage for Bites of Europe (2), Create Ad for Social Media (2)

Event Coverage for Hay-Fever Harvest at Rotary Park (2)

Event Coverage for Old Timers Day (2)

November Event Coverage for Sportsman's Banquet (2)

December Event Coverage for Manchester Christmas Parade (2), Create Ad for Social Media (2)

Event Coverage for Rockin' Around The Christmas Tree and Tree Lighting (2), Create Ad for Social Media (2)

Event Coverage for Manchester Chamber Gala and Mixer (2)

Proposal is for an annual 51 Hours total of Event Coverage, to be used in the stated above format,
in addition to the weekly Social Media Management. The proposal is broken down for fiscal year ending June 30th, 2020.

Description					AMOUNT
	Rate	Units Billed During Month	Jan 1st, 2020 - June 30th, 2020		
Video Production					
Equipment Rental	100	2.12	\$1,272.00		\$212.00
Creative Director/Producer	300	2.12	\$3,816.00		\$636.00
Professional Video/Photographer Coverage	250	2.12	\$3,180.00		\$530.00
Post Production					
Post Production Video Editing/Graphics/Pre-Selected Music/Concept Design/Color Grading	650	2.12	\$8,268.00		\$1,378.00
Prop Rental	Project Dependent	0			
Voice-Over	Project Dependent	0			
Social Media					
Social Media Management	45	12	\$3,240.00		\$540.00
Journalistic Style Captions	15	12	\$1,080.00		\$180.00
Social Media Target Marketing	\$100 StartUp Fee + Campaign Investment	0			
TOTAL					\$3,476.00

If you have any questions concerning this quote please contact Carroll Multimedia.

THANK YOU FOR YOUR BUSINESS!



November 2020 Invoice
Event Coverage and Social
Media Management for
Manchester Tourism and
Community Development
Commission

Carroll Multimedia

P.O. Box 332152
Murfreesboro, TN 37128
Tel: (931) 581-7420

INVOICE # 479356
INVOICE DATE December 1st, 2020
DUE DATE Upon Receipt
Prepared by: Carroll Multimedia

Invoice For:
Manchester, TN Tourism & Community Development Commission
Manchester City Hall
200 W. Fort Street
Manchester, TN 37355
(931) 728-4652

Comment or Special Instructions: Thank you for trusting Carroll Multimedia with your Social Media and Production Needs.
Please make payment within 14 days of invoice date. Thanks again for your partnership.

Events Covered January 1st, 2020 - October 31st, 2020

January Monthly Social Media Content and Posting
February Monthly Social Media Content and Posting
March Monthly Social Media Content and Posting
April Monthly Social Media Content and Posting
May Monthly Social Media Content and Posting
June Monthly Social Media Content and Posting, 4th July Promo Video Post Production Editing (2) with Voice Over Audio (1)
July Monthly Social Media Content and Posting, Brewery and Distillery Videos (5) Post Production Editing (3),
Voice Over Audio (1), (Short Mountain Distillery, Old Shed, Common John, Beans Creek)
August Monthly Social Media Content and Posting, Antique Video (4), **Post Production Editing (Still in Progress)**, Voice Over Audio (1)
Video for Conference Center Promotional Video (2)
September Monthly Social Media Content and Posting, Hiking & Adventure Video (6), Post Production Editing (3), Voice Over Audio (1)
October Monthly Social Media Content and Posting
November Monthly Social Media Content and Posting, Christmas Shopping (2), Post Production Editing (3),
December Manchester Christmas Parade and Tree Lighting Video Post Production Ad (2)

Budgeted Hours	51
Hours Used	36
Hours Remaining	15

Social Media Boosting Budget	\$2,500			
Social Media Budget Used	\$850	Rubix Groove 4th July (2 ads) \$250, Shaun Morgan Exit 111 \$200,		
		Octoberfest Bites of Europe \$100, Rubix Groove Bring Your Chairs and Family \$100,		
		Christmas Shopping Video \$200		
Social Media Budget Remaining	\$1,650			

Description				AMOUNT
	Rate	Units Billed Monthly	Annual Total	Billed Monthly thru December 31st, 2020
Video Production				
Equipment Rental	100	2.12	\$1,272.00	\$212.00
Creative Director/Producer	300	2.12	\$3,816.00	\$636.00
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