







## Annex 1

### Services required for BCM AGM 2023 Video report

1. Duration of the video: 10 minutes
2. Taking videos and photos for the video presentation
3. Voice Recording: Assistance required in voice recording for the video. Script will be provided.
4. Video Footage: To be discussed and agreed.
5. Editing: Editing to be completed with voice over according to the requirements
6. Designing animations
7. Due Date: 5<sup>th</sup> February 2023