

## FEDERAL IDENTIFIERS

**DUNS:** 153780031

**CAGE:** 668P0

**GPO:** 19537

**GSA:** 47QRAA18D00EN




## CODES

NAICS	PSC
511110	7630
511120	B599
512110	R410
541430	R422
541490	R426
541611	R499
541613	R699
541810	R701
541820	R706
541910	R706
541922	R707
541990	R708
561320	R799
561410	T099
561920	

## PRIMARY CONTACT

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## WEB/SOCIAL MEDIA

-  CircuitMedia.com
-  /CircuitMediaLLC
-  @CircuitMedia



## CAPABILITIES

### Public Relations, Event Management, Design, Communications

Circuit Media provides planning and management support for prize challenges and events on behalf of clientele. Circuit Media understands that effective and compelling communications and management is essential to the success of your prize challenge or event. We have provided planning and support specific to our clients needs, to keep them connected and in front of key decision makers. We know how to provide effective communications and management to make your prize challenge or event irresistible and meaningful for target audiences.

## CORPORATE INFORMATION

- Private Corporation – founded in 2002
- Rebecca Askew, Esq., CEO
- Number of Employees – 50 nationwide
- 8(a) Certified
- DBE, SBE, M/WBE, SWaM
- SBA e-200 Emerging Company
- ISBEE – Indian Small Business Economic Enterprise
- EDWOSB – Economically Disadvantaged Woman-Owned Small Business
- WOSB – Woman-Owned Small Business
- Colorado Top 100 Woman-Owned Company
- 2018 Colorado Company to Watch
- GSA Professional Services Schedule

## PRIZE CHALLENGE PLANNING AND MANAGEMENT SUPPORT



### Creative Direction

Collaborate with the client to develop an overall creative direction for the challenge or event; develop a comprehensive style guide, if needed, for client approval; ensure all deliverables meet standards of the approved style guide



### Marketing Materials

Create logos and color schemes for event brand, create event website and social media strategies and posts, design and print materials (name badges, banners, information packets, directional signs, registration signs, sign-in sheets, evaluation forms) using plain language



### Social Media and Outreach Support

Assess client objectives and timelines to develop an effective outreach schedule; align outreach content and design with client goals and any required or requested style guides; assist in seamlessly executing the approved outreach schedule while tracking and reporting on metrics



### Writing and Copy Editing

Compose consistent messaging across all forms of communication mediums; ensure writing speaks to all identified audiences in plain language; offer editing services on any language developed by the client or in-house



### Photography and Videography

Record event, capture event through photo and video, prepare event video and final high-quality photos



### Website Design and Hosting

Work closely with the client through every step of the agile website design process; secure and maintain URLs and domain hosting, as needed; provide detailed website analytics and archived history



### Prize Challenge/Event Planning and Management

Analyze goals, create strategy, agenda, and corresponding schedules, including run-of-show and day-of scheduling, and manage online and on-site registration



### Workshop and Training Development

Develop curriculum, tools, and activities for each event; create eLearning videos and other supporting materials to enhance effectiveness and experience; provide coaching and technical assistance as needed



### Meeting Facilitation

Ensure conversations flow well and material is delivered efficiently; experience using Design Thinking methods to increase attendee engagement across all digital mediums and in person



### Accessibility Compliance

Identify any special needs requirements and make necessary accommodations; ensure 508 compliance across print and digital marketing and event materials



**U.S. Department of Labor, Office of Job Corps**  
*Technical Assistance for Office of Job Corps (OJC)*  
human-centered design research and methodologies, graphic design, marketing, change management, meeting facilitation, event planning and management

**U.S. Department of Homeland Security, Cybersecurity Division; U.S. Department of Energy, Sandia National Laboratories**  
*RSA Conference and Trade Show*  
project management, event planning and management, vendor management, exhibit design, graphic design, print production

**U.S. Department of Health and Human Services, Administration on Aging**  
*Event Graphic Design, Design Research and Branding*  
creative direction, graphic design, branding, event planning and management, 508 compliance

**U.S. Department of Energy, Sandia National Laboratories**  
*Visual Communications Services*  
web design, technical writing, videography, graphic design, photography

**City and County of Denver, Department of Transportation and Infrastructure; Colorado Convention Center**  
*On-Call Public Relations and Communications Management*  
creative direction, writing and copy editing, graphic design, marketing materials, social media, crisis communications webpage design

**Government of the District of Columbia, Office of Contracting and Procurement**  
*Office of Disability Rights Brochure/Logo*  
branding, graphic design, illustration, marketing materials

**Denver Housing Authority**  
*Event Videography Services*  
creative direction, event filming, full video production, closed captioning, project management

**U.S. Department of Commerce, National Institute of Standards and Technology**  
*Marketing Support, Web Design and Hosting, and Event Videography Services*  
creative direction, logistics, video production, project management, graphic design, writing and copy editing, marketing materials, social media, website design

**Center for Plain Language**  
*Social Media Support Services*  
research, SEO, graphic design, copywriting, multimedia support and editing

**U.S. Department of Defense, Colorado Army National Guard**  
*Marketing Support Services*  
social media, marketing strategy and materials, graphic design, event planning and management

**High Line Canal Conservancy**  
*Marketing Support Services*  
marketing campaign development, outreach materials, video production, social media, webpage design

For more information, please visit [circuitmedia.com](http://circuitmedia.com)

