

FEDERAL IDENTIFIERS

DUNS: 153780031 CAGE: 668P0
 GPO: 19537
 GSA MAS: 47QRAA18D00EN
 OASIS SB: 47QRAD20D1148
 STARS III: 47QTCB22D0269

CODES

NAICS	PSC
513110	7630
512110	B599
519290	R410
541330	R422
541430	R426
541490	R499
541512	R699
541611	R701
541690	R706
541990	R707
561110	R708
561320	R799
	T099

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
- 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 MAS, OASIS SB Pool 1, STARS III, SeaPort-NxG, eFAST Contract Holder

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

