

2018 Macleay Valley Business Awards Expressions of Interest Information Pack



The Macleay Valley Business Chamber is seeking Expressions of Interest from local businesses to provide services for the 2018 Macleay Valley Business Awards Gala Dinner to be held in Kempsey on **Saturday 14th July 2018**.

The following opportunities are open for submissions:

1. Venue
2. Event Styling
3. Audio Visual Services
4. Photography
5. Entertainment

INTRODUCTION

The Macleay Valley Business Chamber will host the 2018 Macleay Valley Business Awards Gala Dinner on **Saturday 14th July 2018**. This Gala Awards Dinner is the culmination of a 4-month promotional campaign that targets all businesses within the Macleay Valley.

In 2016 and 2017 the Business Awards attracted over 100 business entrants and the Gala Awards Dinner was attended by more than 200 people. The Dinner sold out within days of being advertised. We anticipate the number of entries and attendees to increase year on year with our scheduled marketing and advertising campaign.

APPLYING – EOI CLOSE ON 10TH April 2018

The Macleay Valley Business Chamber is looking for a creative innovative organization or self-starter who can work both independently and in partnership with the Chamber Executive and volunteers.

We welcome any additional ideas you may wish to include in your submission toward the impact and success of the event delivered through the venue.

Expressions of Interest should address all the listed criteria/ requirements and a budget outline.

The launch of the 2018 Macleay Valley Business Awards and its Sponsors is scheduled for early May.

If you are interested in becoming a Sponsor for the event i.e. supporting the event with an “in kind” sponsorship this too would be welcomed and as a Sponsor your contribution would be promoted to all members as part of our Marketing Campaign. This is not compulsory. All tenders solely judged on the merit and appeal of their Styling Tender submission.

The successful applicant will be required to meet on occasion with the Organising Committee that meets on scheduled Mondays at 12.00pm in the Kempsey CBD.

Please send your Expression of Interest to admin@kempseychamber.com.au addressed to the Macleay Valley Business Awards Steering Committee. If you have any specific questions, please contact Marilyn Breen on 0403 180 048.

VENUE FOR GALA AWARDS DINNER

The Macleay Valley Business Chamber are calling for expressions of interest from venues to host and cater for the 2018 Macleay Valley Business Awards Gala Dinner. This is a formal evening with guests in evening wear, a stage for award presentations, entertainment for guests and a quality meal.

SUBMISSION

Please respond to both the Venue and Catering Requirements below in your submission:

VENUE REQUIREMENTS

- Table seating for a minimum 200 guests, preferably at tables of 8-10
- Room for a Presentation Stage in a prominent location within the venue dining area.
- The ability to erect a large screen for promotional video presentations on or close to the presentation area
- Onsite audio-visual equipment with microphone, projector and screen, lighting
- Space to display Sponsor banners and displays
- The ability to install themed lighting in line with the Event Stylists recommendations
- A dedicated Dance Floor
- A separate area to set up a Photographers' backdrop, close by to the main venue so winners can be ushered to the Photography area for Official Photography throughout the night.
- The ability to host Music and entertainment until midnight
- Car parking facilities for a large number of vehicles within the venue or close by.
- Central location or complimentary shuttle transport to assist guests to and from the venue to key locations in and around Kempsey.
- Venue availability for a reasonable set-up schedule and rehearsal by key presenters prior to the event.
- Ability to pick up promotional material on morning after event
- Sole booking for the venue hall to minimize disruption to the event

CATERING REQUIREMENTS

This is a formal, Gala Event, and premier event and our requirements for catering are for high quality fresh food and an innovative menu selection, preferably using and highlighting local produce.

- Chef, kitchen facilities and wait staff able to cater for a minimum of 220 guests
- Menu selections can be presented by the Host as we do not wish to be prescriptive about something as important as innovative food
- Menu sampling when the menu is finalised
- Our preference is for a starter platter of canapés that can be placed on each guest table or circulated through a separate welcome/cocktail venue
- Table service of the Main meal and Dessert selection
- Please provide a full menu outline and an all up cost for the meal
- Full bar service available for guests until the end of the event scheduled for midnight

EVENT STYLING FOR GALA AWARDS DINNER

The Macleay Valley Business Chamber are calling for expressions of interest from Event Stylists to decorate the venue for the 2018 Macleay Valley Business Awards. This is a formal evening with guests in evening wear, a stage for award presentations, entertainment for guests and a quality meal. This is a formal, Gala Event and we require a high quality, elegant style that portrays the professionalism, and forward thinking focus of the Macleay Valley Business Chamber.

The event logo has been created and a copy is included with this document. We are seeking a colour and style selection that compliments the logo, enhances the image and is both attractive and memorable i.e. strong branding for the event and its sponsors.

The stylist will work closely with the Venue Manager and Audio-Visual technicians to deliver the following:

- A Welcome WOW factor at the selected venue. Simple but effective welcoming guests to the event.
- Lighting and extension of the theme into the lobby or welcome cocktail area of the selected venue.
- Themed table settings and decorations for up to 200 guests, preferably at tables of 8-10
- Appropriate lighting to enhance the design style.
- A dedicated on-stage presentation space
- Prominent placement of a large screen promoting our Presenting Sponsors and other supporting partners.
- A bump in and bump out schedule to be shared in advance with all suppliers and the Chamber's organising committee. (Please note members of this committee are available to assist with set-up on the day).
- Designate a pick-up time and place for return of promotional material used on the night.

SUBMISSION

Please respond to the criteria below in your submission:

- Your background and experience in similar roles.
- Your Business Name, contact details and ABN.
- A suggested itemized budget for the event styling including room design and table décor.
- Ability to provide table décor in line with theme and budget.
- The ability to conduct a presentation rehearsal of table / room decor.
- Ability to meet the listed points above.

Note: You do not need to provide any AV equipment simply to work with the venue and AV technician on placement.

AUDIO VISUAL SERVICES FOR GALA AWARDS DINNER

The Macleay Valley Business Chamber are calling for expressions of interest from Audio Visual technicians to provide services for the 2018 Macleay Valley Business Awards. This is a formal, Gala Event and we require a high quality, elegant style that portrays the professionalism, and forward thinking focus of the Macleay Valley Business Chamber.

The AV technicians will work closely with the Venue Manager and Stylist to deliver the following:

- A Welcome WOW factor at the selected venue. Simple but effective welcoming guests to the event.
- Lighting and extension of the theme into the lobby or welcome cocktail area of the selected venue.
- Appropriate lighting to enhance the design style.
- A dedicated on-stage presentation space with appropriate audio and lighting
- Prominent placement of a large screen promoting our Presenting Sponsors and other supporting partners.
- A bump in and bump out schedule to be shared in advance with all suppliers and the Chamber's Organising Committee. (Please note members of this committee are available to assist with set-up on the day).

SUBMISSION

Please respond to the criteria below in your submission:

- Your background and experience in similar roles.
- Your Business Name, contact details and ABN.
- A suggested budget outline for AV services.
- Provision of audio visual equipment as necessary (if not available at venue)
- Ability to meet the listed points above
- The ability to conduct a presentation rehearsal and sound check on the afternoon of the event.

PHOTOGRAPHY FOR GALA AWARDS DINNER

The Macleay Valley Business Chamber are calling for expressions of interest from Photographers to provide services for the 2018 Macleay Valley Business Awards. This is a formal, Gala Event and we require a high quality, elegant style that portrays the professionalism, and forward thinking focus of the Macleay Valley Business Chamber.

The photographer is required to:

- Provide high quality images / video to capture the atmosphere and highlights of the Dinner.
- Be in attendance on the night of the Gala Event
- To take photos of all winners and Sponsors on the evening to Chambers' requests.
- To take social photos on the evening.
- To provide photos to the Chamber and any other entities as requested by Chamber in a reasonable timeframe;
 - To provide a selection of images on the night to Chamber in an electronic version
 - To provide the remaining images within 24 hours of the event
- Chamber wishes to own the images to use for Chamber purposes in the future
- Video footage is a bonus if can be provided.

SUBMISSION

Please respond to the criteria below in your submission:

- Your background and experience in similar roles.
- Your Business Name, contact details and ABN.
- A budget outline for photography services.
- Ability to meet listed requirements above.

ENTERTAINMENT FOR GALA AWARDS DINNER

The Macleay Valley Business Chamber are calling for expressions of interest from Musicians and Entertainers to provide services for the 2018 Macleay Valley Business Awards. This is a formal, Gala Event and we require a high quality, elegant style that portrays the professionalism, and forward thinking focus of the Macleay Valley Business Chamber.

The Entertainment will work closely with the Venue Manager and AV technicians to deliver the following:

- A Welcome WOW factor at the selected venue with arrival music.
- Create an extension of the selected event theme through music and entertainment.
- A safe and attractive positioning of equipment and performance itself.
- Set up and pack up of entertainment equipment
- Music / entertainment during breaks as requested and after Awards presentations until midnight.
- A bump in and bump out schedule to be shared in advance with all suppliers and the Chamber's Organising Committee. (Please note members of this committee are available to assist with set-up on the day).

SUBMISSION

Please respond to the criteria below in your submission:

- Your background and experience in similar roles.
- Your Business Name, contact details and ABN.
- A suggested budget outline for entertainment services.
- Provision of equipment as necessary (if not available at venue)
- Ability to meet the listed points above
- The ability to conduct a presentation rehearsal and sound check on the afternoon of the event.