

Coonamble Shire Council is calling for Expressions of Interest (EOI) for Event Management of the 2020 Christmas Street Party.

1.1 The Event

The Coonamble Christmas Street Party will be held on Saturday 12 December 2020 in Castlereagh Street, between Aberford and Tooloon Streets. Council is seeking a community member or group to take on the role of Event Manager to plan, organise and execute an event to be enjoyed by the community and provide economic opportunities to local businesses.

The purpose of this community event is to involve and many people, community groups and local businesses as possible, for mutual benefit. This should be demonstrated by the Event Manager's EOI.

1.2 Event Manager Scope

The Event Manager will be responsible for the following project components:

- Marketing and promotion
- Market stalls: call for stallholders (local only), and manage stalls including preparation of site plan and briefing
- Program of activities and events including children's activities, such as a Christmas tree competition and Santa photos
- Additional opportunities to complement market stalls and provide community groups with a chance to be involved, such as a gift-wrapping station manned by community group
- Entertainment such as music and/or a jumping castle
- Provision and distribution of event information for participants and attendees prior to and at the event
- Engagement and briefing of event MC
- Detailed run sheet for all stakeholders
- Debrief following the event

1.3 Council participation

Council staff will closely liaise with Event Manager to provide support and information. Additionally, Council will be responsible for:

- Site preparation and including bins and toilets
- Street closure and traffic management plan
- Provision of event management resources and documentation from previous event
- Risk assessment and control plan

1.4 Project requirements

It will be the responsibility of the appointed Event Manager to appropriately manage and allocate the project funds in adherence with Council's Procurement Policy. The Event Manager will also be responsible for managing the timeline of the project.

1.5 EOI Process

Expressions of interest should include:

- Relevant experience and qualifications
- Proposed timeline or project programme
- Proposed budget
- Description of approach that will be taken in managing the project and how this approach will result in successful execution and community benefit.

Expressions of interest must be emailed to council@coonambleshire.nsw.gov.au by 5pm on Friday 25 September 2020.

The Event Management will be offered to the person(s) whose expression of interest best demonstrates their capacity to deliver the project successfully with greatest return on investment.