

Expression of Interest

Event Management Services – The Awards Gala

Introduction

This request for expressions of interest (EOI) has been prepared by SC Business Awards Pty Ltd (SCBA) for the purpose of obtaining information from respondents in relation to the Project, namely the provision of **Event Management Services** for the 2024 signature event – **The Awards Gala**.

SCBA is the Sunshine Coast's longest established business awards (Awards) that have been celebrating business success since 1995. The Awards recognise the many impressive business success stories throughout the region and provide exceptional networking events for the local business community throughout the year. The awards program culminates in the major gala event held in November which is attended by over 870 people from all corners of our business community.

Objectives of the Project

- Deliver an outstanding Gala Awards Event - Saturday 9th November 2024

Scope of work:

- Together with the awards committee, plan the 29th Gala to be held at the Sunshine Coast Convention & Exhibition Centre (venue is already booked).
- Liaise with the MC in the lead up to, immediately prior, during rehearsal and the actual event
- Work closely with our graphic designer, staging team, AV partners and venue to ensure all components required for the delivery of this event are noted, confirmed, finalised and tested prior to the event
- Liaise with the Chair and committee regarding menu and wine list, arrange testing of meal in advance by selected members of the committee and adjust menu if required following discussion with committee and venue
- Attendance at planning meetings with venue; and with SCBA Chair, Coordinator, PR representative, and Committee members as required.
- Develop, maintain and implement a schedule including deadlines and key event milestones.
- Set up registration system for offering finalist tickets in a staged process and manage RSVP's and queries. Note: due to demand for tickets this is a staged process with finalists being offered a limited number of tickets in the first round and additional tickets in the second round if they have been required. This becomes a process that needs to

be managed carefully and in a timely manner. During this process you will work close with the Chair to ensure the tickets are allocated in a fair and reasonable manner.

- Develop, maintain, and implement Run Sheet for event and ensure it runs smoothly and on time during the event.
- Manage the reception area and welcoming of guests to the gala for pre drinks
- Identify and provide options for event theming - within budget and based on colour scheme.
- Identify and provide options for entertainment to be showcased at the beginning and middle of the event (being mindful of the limitations of the size of the event, the staging and room limitations).
- Manage budget/financials throughout all stages of the event.
- Working closely with the Project Coordinator you will communicate with sponsors, speakers, MCs and entertainers re. requirements, deadlines and deliverables - ensuring adequate preparation and lead time.
 - Liaise with 'Voice of God' who plays an important role announcing on the evening
- Oversee and manage all technical components with AV suppliers - including liaison with creative company re. presentations.
- Liaise with venue re. all aspects of event including menu/drinks packages, bump in/bump out.
- Conduct site checks in the lead up to the event. Oversee bump in and bump out of event
- Ensure Green Room is ready for special guests and contractors who may need to use it ie photographers, videographers and PR team.
- Working closely with the Chair you will manage table plans, seating arrangements, and guest list.
- Liaising with Awards Coordinator, confirm accommodation, flights and transfers are all booked and confirmed for MC and any special guests.
- Other tasks associated with the management of this event may fall within the scope of the role.

Submission of Responses

This EOI was issued on 4 June 2024 and responses to this EOI must arrive no later than 5:00pm, Monday 24 June 2024. No late submissions will be considered. The respondent must submit its response duly signed by an authorised representative. The response must be sent to awards@sunshinecoastbusinessawards.com.au

Evaluation Method and Selection Criteria

SCBA will use the following selection criteria when evaluating the responses cultural alignment, capability to deliver the Project (including size of your team), track record delivering such events, experience and reputation in the events delivery space and experience and proposed cost model/pricing arrangements.

General

The contents of this EOI together with all other information provided by SCBA, or prepared by respondents shall be treated at all times as confidential by both parties. SCBA shall own all intellectual property rights for this EOI. SCBA reserves the right to change any aspect of, or cease, this EOI and subsequent tender process at any time.

All respondents shall be responsible for and bear all of their costs and expenses regardless of whether a contract is awarded. Nothing in this EOI or any other communication made between SCBA and the respondents or any of its representatives shall constitute an agreement, contract or representation except for a formal award of contract made in writing by SCBA.

The information contained in this EOI is subject to constant updating and does not purport to contain all of the information which the respondent may require. With the exception of fraudulent misrepresentation and liability that cannot be excluded by law, SCBA accepts no liability to the respondents whatsoever and however arising. All respondents are recommended to seek their own financial and legal advice.