



TENDER FOR THE MANAGEMENT OF WEYMOUTH'S CHRISTMAS FESTIVITIES FOR 2022

We Are Weymouth Limited

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INTROUDCTION AND BACKGROUND

We Are Weymouth is Weymouth's Business Improvement District (BID), a not-for-profit, business-led organisation that has three core aims – to improve, market and shape Weymouth.

For the past eight years, We Are Weymouth have managed the town's festive activities with aim to increase footfall and spend within the town.

In 2021, We Are Weymouth organised four weeks of festive events, which were incredibly well received by the town, and we intend to build on these events for 2022.

PURPOSE OF ROLE AND CONTRACT DETAILS

We Are Weymouth are seeking a Production Manager or a Production Management company with a wide range of experience and expertise to oversee the practical delivery and safety of Weymouth's Christmas festivities for 2022.

Your primary focus will be to manage all aspects of the Elf World Record Attempt and Christmas Lights Switch On and satellite events, including writing the Event Management Plan, the SAG process and acting as Event Manager on the day, however, you will also be responsible for overseeing and supporting smaller-scale events throughout the town during the festive period, such as arranging road-closures, liaising with groups/artists/venues etc.

The role will require a close working relationship with the We Are Weymouth team and key partners, and it is anticipated that site visits and meetings will be required as plans progress.

KEY EVENTS

Elf World Record Attempt & Christmas Lights Switch On Saturday 26th November

The Elf World Record Attempt and Christmas Lights Switch On is the town's main Christmas event, attracting thousands of people to the town centre. The main festivities will be in the square at New Bond Street; however, several satellite activities will also be taking place around the town.

Steampunk Weekend Saturday 3rd and Sunday 4th December

The Steampunk Weekend will be led by the Ministry of Steampunk, with support from the Production Manager and We Are Weymouth. Activities will include a fashion show, market, a themed promenade and a variety evening at a local venue.

Nativity Trail Saturday 10th December

The Nativity Trail will be led by Churches Together in Weymouth and Portland, with support

from the Production Manager and We Are Weymouth. The trail will consist of activities in a number of churches within Weymouth, which can be travelled between on-foot, culminating in a small carol service in Hope Square.

Santa Weekend

Saturday 17th and Sunday 18th December

Supporting a weekend of Santa based activities in the town, including a Santa's Grotto and Santa activities.

SUPPORTING FESTIVITIES AND PLACEMAKING

The Production Manager will be responsible for managing and/or supporting ancillary festive activity and placemaking installations, such as:

- The supply and installation of Christmas Trees
- The management of a Santa's Grotto
- Small illumination projects
- Craft/themed workshops in businesses
- Banners/marketing collateral & logistics

ROLE DESCRIPTION

Events Operations Management

- Attendance at Safety Advisory Group (SAG) meetings and necessary communications with relevant authorities such as Police, Fire, Council, Traffic Management and Licensing
- Attendance at weekly Delivery Group meetings with We Are Weymouth and key partners from contract start to completion
- Attendance at other key meetings as required
- The preparation and distribution of a comprehensive Event Management Plan for the Elf World Record Attempt and Christmas Lights Switch On, including but not limited to:
 - Event safety policy
 - Event summary
 - Event staffing
 - Activities
 - Event risk assessments and hazard management
 - Emergency management
 - Welfare
 - People management
 - Vehicle management
 - Technical support

- To prepare smaller Event Management Plans or support the creation of such plans for smaller events as required
- Safety Management – ensuring compliance with all relevant legislation, including but not limited to:
 - The Health and Safety at Work Act
 - The Management of Health and Safety at Work Regulations
 - The Licencing Act
 - The Regulatory Reform Fire Safety Order
 - Construction Design Management Regulations
 - The Road Traffic Regulations Act
 - The Control of Noise at Work Regulations
 - Lifting of Loads and Equipment Regulations

Production Management

- Scoping and implementation of technical and production requirements for event infrastructure such as crowd management, site dressing, sound and lighting etc.
- Being the main point of contact between artists, suppliers, We Are Weymouth and partner agencies for all event operation and production queries
- Site visits with artists and the We Are Weymouth team
- Development and ownership of the Production Schedule
- Onsite production management
- Coordination and management of suitably experienced staff such as technical crew, first-aid cover, security/stewards etc.

Budget Management

- Management of the budget as agreed with the Chief Operations Officer
- Development and management of a production budget
- Overseeing the procurement of services and hires, ensuring tender processes are undertaken where applicable
- Demonstrate best value in all procurement and expenditure

General

- Keep a log of all work undertaken and ensure an audit trail of all communications
- Contribute towards a debrief with the We Are Weymouth team post-events
- Any other similar duties as could reasonably be expected in line with this contract

DELIVERABLES AND MILESTONES

May – June

- Kick-off meeting with We Are Weymouth team

- Introductions with key contacts
- Liaison with community groups, artists, schools, businesses etc.
- Liaison with We Are Weymouth team and Guinness regarding adjudication of the Elf World Record Attempt

July

- Scope technical/production requirements from artists
- Submit road closure requests to Highways

August – September

- Procure event infrastructure and support – e.g. staging, PA, barriers, first-aid, stewarding etc.
- Procure placemaking enhancements – e.g. additional lighting, Christmas Trees etc.

October

- Liaison with Dorset Safety Advisory Group and a drafting of the Event Management Plan
- Liaison with community groups, artists, schools, businesses etc.
- Organise install/dressing of Santa's grotto

November

- All acts confirmed
- Santa's grotto in situ and staffed for season
- Event schedules confirmed
- Satellite venues confirmed
- Event management plan finalised
- Attendance/event management at the World Record Attempt and Christmas Lights Switch on – 26th November

December

- Attendance/event management at the Travelling Nativity
- Attendance/event management at Santa weekend events as required
- Debrief with We Are Weymouth post-events

EXPERIENCE REQUIRED

- Proven track record of successfully delivering public events
- Demonstrable experience of delivering multifaceted events across a range of sites
- Demonstrable experience of working with artists, voluntary groups and local authorities
- Experience of producing Event Management Plans, risk assessments, and working with Safety Advisory Groups

- Appropriate health and safety experience

SUBMISSION AND SELECTION PROCESS

How to respond

If you are interested in submitting a quotation for the services detailed above, please provide the following information:

- Your specific experience of delivering public events
- Your experience of delivering multifaceted events across a range of sites
- Your experience in the management of health, safety and licensing in events
- Two references for similar works undertaken, including contact details
- CVs or biographies of all people delivering the service
- Details confirming your company information with HRMC (or your UTR number if self-employed)
- Management accounts for last financial year
- A fixed-fee quotation to undertake the works specified in this tender, inclusive of all preparation hours and meetings, on-site days and expenses
- A completed Form of Tender document

Responses should be sent via email to info@weareweymouth.co.uk with the subject line 'Christmas 2022 Event Management'

Responses must be received no later than Monday 11th April 2022 at 12 noon.

Selection criteria

We Are Weymouth will consider both qualitative and quantitative criteria when selecting a supplier.

Timeline

<u>Tenders to be received by:</u>	Wednesday 20 th April 2022 at 12 noon
<u>Interviews with shortlisted applicants:</u>	Monday 25 th April 2022
<u>Tender award date:</u>	Friday 29 th April 2022
<u>Project/contract start date:</u>	Monday 9 th May 2022
<u>Project/contract end date:</u>	Friday 6 th January 2023