



## TENDER FOR THE MANAGEMENT OF WEYMOUTH'S CHRISTMAS FESTIVITIES FOR 2025

### **We Are Weymouth Limited**

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## **INTRODUCTION 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 eleven years, We Are Weymouth have managed the town's festive activities with aim to increase footfall and spend within the town.

In 2021- 2024, 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 2025. This tender is for week one of the Christmas activities and the launch event for Christmas.

## **PURPOSE OF ROLE AND CONTRACT DETAILS**

We Are Weymouth are seeking a company or organization with a wide range of experience and expertise to oversee the practical delivery and safety of Weymouth's Christmas Elf World Record Attempt, parade and Christmas Lights Switch On for 2025.

Your primary focus will be to manage one or both aspects of

- The Elf World Record Attempt & Parade
- Christmas Entertainment and Lights Switch On incl: satellite events such as workshops

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 day and 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**

### **A. Elf World Record Attempt and Parade**

### **B. Christmas Entertainment and Lights Switch-On, plus satellite events**

#### **Saturday 26<sup>th</sup> November**

The Elf World Record Attempt & Parade and Christmas entertainment and 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 take place around the town such as workshops.

Elf World Record Attempt and Parade, will commence at the Pavilion Theatre at midday and will include checking participants in and issuing wristbands, congregating the elves for photos and then a photo opportunity outside of the theatre at 1pm with a parade led by musicians and acts interspersed slowly parading through the town along Custom House quay, up St Mary Street down St Thomas Street to congregate outside the stage at the Range for the entertainment commencing at 2pm

Christmas Entertainment and Lights Switch-On, plus satellite events. Between 9 am - 12 noon there will be Elf theme workshops in businesses across the town. All mobile acts booked for the stage need to

be at the theatre to lead and intersperse with the procession. Music and entertainment will run promptly with a band or choir from 2pm-6pm with local Christmas themed acts booked. The Christmas light switch on will be at 5pm followed by music already booked with Chill the party band. This contract requires coordination of stage and PA set-up, as well as a slick changeover of acts keeping the crowd engaged. The panto cast, Mayor and We are Weymouth as well as the primary times competition winner will undertake the switching on of the tree lights.

## **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 regular 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, parade and Christmas Entertainment and 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
  - Waste management
  - Vehicle management
  - Technical support
- 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 Licensing 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 a tight production budget as agreed with the Chief Operations Officer
- 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 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 regarding management of the Elf World Record Attempt and Light switch on entertainment

## **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.

## November

- All acts confirmed
- Event schedules confirmed
- Satellite venues confirmed
- Event management plan finalised
- Attendance/event management at the World Record Attempt, Parade and Christmas Entertainment and Lights Switch on – 29<sup>th</sup> November

## December

- Debrief with We Are Weymouth post-event

## 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:

1. Your specific experience of delivering public events
2. Your experience of delivering multifaceted events across a range of sites
3. Your experience in the management of health, safety and licensing in events
4. Two references for similar work undertaken, including contact details
5. CVs or biographies of key people delivering the service
6. Details confirming your company information with HRMC your charity number or your UTR number if self-employed
7. Management accounts for last financial year
8. A fixed-fee quotation to undertake the works specified in this tender, inclusive of all preparation hours and meetings, on-site days and expenses

Responses should be sent via email to [info@weareweymouth.co.uk](mailto:info@weareweymouth.co.uk) with the subject line 'Christmas 2025 Event Management'

Responses must be received no later than Friday 2<sup>nd</sup> May 2025 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>	Friday 2 <sup>nd</sup> May
<u>Interviews with shortlisted applicants:</u>	Thursday 8 <sup>th</sup> May
<u>Tender award date:</u>	Friday 16 <sup>th</sup> May
<u>Project/contract start date:</u>	Monday 19 <sup>th</sup> May
<u>Project/contract end date:</u>	Friday 9 <sup>th</sup> January 2026