

## Invitation To Tender for the Event Management of St Pauls Afrikan Caribbean Carnival 2016



St Pauls Afrikan Caribbean Carnival is looking for an experienced Event Management team for Carnival 2016. St Pauls Afrikan Caribbean Carnival traditionally takes place on the first Saturday of July and attracts up to 100,000 attendees. Highlights include a procession, live music stages, static street sound systems, a children's and family area and a range of stalls. The Carnival has run for over 45 years on the streets of St Pauls in Bristol and is well established and respected within the artistic community both regionally, nationally and internationally.

Safety at the event as well as the Afrikan Caribbean ethos is of utmost importance to us. We are looking for a team who have experience of delivering a similar event in terms of scale and nature and who are interested in helping us to develop and evolve the Carnival as we build towards our 50th in 2018. Part of the contract will be the requirement to have an events management intern shadow and work with your team.

The contract will be for one year, with the option of a two-year extension. Tenders will be invited on the basis of a fixed fee in the region of £20,000 per year. Event management relates to the following and generally does not involve any artistic content.

### **Working with the Carnival Director the brief is to take a lead on drafting and project managing the following :**

- Event management plan
- Crowd safety plan
- Event risk assessment
- Security plan in collaboration with the lead security personnel
- Licensing (premises and TENs)
- Production schedule
- Allocating a silver control presence on the Carnival day
- Attending Safety Advisory Meetings, crew meetings and community meetings as appropriate

The deadline to apply is Wednesday the 30th of September interviews will follow with a view to contracting the team immediately and submitting first draft paperwork by early December.

**Organisations wishing to tender for the event management contract must send written confirmation containing the following information:**

- Full contact details including, name, title, address, telephone number(s), email address, company name and company status
- Listing of relevant professional qualifications/membership of professional bodies for each applicant or group of applicants
- Summary of relevant experience for this contract, with particular relevance to working with the community of or like St Pauls, supporting the local economy, working within a Green agenda and having a willingness to provide opportunities for community skills development
- The names and contact details of two references

*Expressions of interest must be submitted by e-mail to **cleo@stpaulscarnival.co.uk** by 12 noon on the 30th of September.*