



Quote Request:

Delivery of 2 x Showcase Events

Issued: Wednesday, 14 February 2018

Responses to be received no later than noon on Wednesday, 28 February 2018

All correspondence to The Annex, 13 Pump Street,
Derry, BT48 6JG - fiona@makematic.com

MakeMatic is an educational content company based in Derry~Londonderry, creating innovative professional learning content for teachers through the use of high impact short videos.

THE PROJECT

As part of the Urban Digital Futures project, in partnership with Belfast City Council and the Urban Villages Initiative, we are seeking to appoint a suitably qualified team to organise, manage and host TWO showcase events in Belfast.

The showcase events will be the culmination of school digital media projects and include students from 37 schools across the Belfast area. One showcase will include participating students from Primary schools in the city and one will include students from Post-Primary.

The events will take place on date(s) to be agreed in June 2018 - ideally over one day, i.e. one morning and one afternoon event - and act as a platform to celebrate the contribution and successes of pupils who have participated in the project. Each showcase will host approximately 250 pupils (500 total).

We expect that each showcase event will last 2-3hrs and incorporate

- Arrival and departure times for schools
- A welcome address
- Screening of a selection of student digital media works
- Presentation of prizes and photographs of winners

An example of a previous showcase event can be found here: <https://vimeo.com/album/4969604/video/254658838>

SERVICES REQUIRED

- Organisation, event management and delivery of TWO showcase events (each with approx. 250 pupils) to take place on date(s) to be agreed between 13th - 28th June 2018.

The TWO showcases will ideally be hosted over one school day (eg Primary Schools AM / Secondary Schools PM)

- Each showcase must take place in a suitable, centrally-located Belfast venue, and include;
 - Compere
 - Screening of student work
 - Catering for pupils (eg popcorn & drink)
 - All appropriate staffing
- As a condition of contract, the appointed organisation will be required to provide proof of appropriate insurances, risk assessments and child protection policies & procedures.
- Delivery of project event plan

FORM OF PROPOSAL

Please forward your proposal, inclusive of all costs, via email to fiona@makematic.com by NOON on Wednesday 28th February.

Please reference SHOWCASE EVENTS in the subject line

1. You **MUST** include a BRIEF summary of relevant experience and/or similar projects undertaken. This summary should not exceed 2 pages (A4) in length but may include web links to further information, examples or testimonials.
2. You **MUST** include a BRIEF overview of the proposed event. This overview should not exceed 2 pages (A4) in length and should include details of key staff, compere, project management etc... You should suggest a suitable venue in your proposal, however we understand that this may be subject to change
3. Please provide a detailed budget breakdown, separating any costs which exceed £1000.

For the avoidance of doubt, your quotation **should** include:

- All staffing, organisation and project management costs
- Venue hire and associated costs
- Catering for 500 attendees across the 2 events
- Liaison with participating schools (contacts will be provided for each)
- Event compere
- Event photographer
- Additional AV as may be required
- Additional insurance costs if applicable
- All internal expenses, travel and sundries

It should **not** include

- Transport costs for participating schools
 - Pre-event PR or marketing
4. Please note within your quote details of proposed payment terms and where VAT is applicable.
 5. Quotations must be valid for at least 30 days from the date of issue

Proposals received after the deadline will not be considered. All enquiries should be addressed to Fiona Corvan via email to fiona@makematic.com

Please note that Makematic is under no obligation to accept the cheapest, or any, quotation and that all quotations will be assessed on the basis of both cost and the expertise of the individual or team.