



Norfolk Island Government Gazette

- 8 -

NORFOLK ISLAND GOVERNMENT GAZETTE NO. 3

Friday 24 January 2020

FOUNDATION DAY EVENT MANAGEMENT REQUEST FOR QUOTE 01/2020

The Norfolk Island Regional Council (NIRC) requires an events management company to manage the Foundation Day commemorative event on 6 March 2020, and are seeking quotes from interested parties.

The scope of this project is to:

- Manage the Foundation Day event including, but not limited to:
 - Re-enactment of landing, 6 March 1788 including (some items to be sourced through NIRC)
 - Script
 - Engagement of actors
 - Props and costumes including boats
 - Audience seating
 - Lectern for speeches
 - Set up of equipment
 - Entertainment
 - Food and beverage provisions
 - Obtaining relevant permits and permissions from authorities
 - Adherence to all WHS requirements incl. risk management documentation

NIRC's Heritage Management Team will prepare the Event programmes, posters and promotional material, and provide these to the event organiser.

Application to be marked: Foundation Day Event Management
Closing date: Friday 7 February 2020 at 4:00pm
Submissions: Email submissions to: regionalcouncil@nirc.gov.nf
Contact Person: Helen Brackin
Team Leader – Heritage Management
E: helen.brackin@nirc.gov.nf
P: 23788 ext. 151

Applicants should address a number of criterias, details of which can be obtained by contacting the Team Leader – Heritage Management.

Dated: 22 January 2020

ANDREW ROACH
GENERAL MANAGER
