



# Norfolk Island Government Gazette

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NORFOLK ISLAND GOVERNMENT GAZETTE NO. 2

Thursday 20 January 2022

## FOUNDATION DAY EVENT MANAGEMENT

### REQUEST FOR QUOTE 1/2022

The Norfolk Island Regional Council (NIRC) requires an events management company to manage the Foundation Day commemorative event on 6 March 2022, 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 incl. 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 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:** Monday 31 January 2022 at 4:00pm  
**Submissions:** Email submissions to: [regionalcouncil@nirc.gov.nf](mailto:regionalcouncil@nirc.gov.nf)  
**Contact Person:** Robyn McQuade  
E: [robyn.mcquade@nirc.gov.nf](mailto:robyn.mcquade@nirc.gov.nf)  
P: 23788

Applicants should address a number of criteria, details obtained by contacting the Team Leader Tourism & Heritage.

Dated: 19 January 2022

ANDREW ROACH  
GENERAL MANAGER

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