**DRAFT Scope for Grenfell Commemoration Event Provider**

**CONTEXT**

1. The Department for Levelling Up, Housing and Communities (DLUHC) seeks a supplier to provide Events Planning, Delivery & Related Services in connection with the commemoration of the Grenfell Fire for the next 3 years.
2. The specific nature of events is to be jointly determined with the relevant community groups, and the supplier will be expected to be able to demonstrate excellent approaches to co-design and collaboration.
3. It is anticipated that services could be required for a variety of events, including, but not limited to, Commemorative Community Events, Conferences, Consultation events, Workshops, Exhibitions, Roundtable discussions, Presentations.
4. The Supplier must provide events planning, delivery & related services to the satisfaction of DLUHC. The Supplier must have relevant expertise or supply chain to manage all aspects of the requirements listed below.

**GENERAL REQUIREMENTS**

1. The Supplier is required to work with relevant community groups, other agencies and other nominated providers to ensure best results.
2. The Supplier will produce and share risk assessments and consider health and safety precautions as applicable.
3. The Supplier is required to deliver all of the required services including the provision of any necessary equipment required for the event.
4. The Supplier is required to create mobilisation plans to respond urgently to high priority briefs following an unexpected event.
5. The Supplier should assume a mixture of indoor and outdoor events, and have given consideration to inclement weather plans.
6. The Supplier will provide a full quote/cost breakdown of all aspects of the products and services provided prior to confirmation of the order.
7. The Supplier will ensure, where appropriate, the security approval of suppliers and subcontracting parties, and their staff.
8. The supplier will confirm relevant safeguarding arrangements are in place (e.g. personal data/children/vulnerable adults).
9. The Supplier will comply with legal, accessibility and usability best practices.

**MANAGED SERVICE FOR PLANNING, DELIVERY & RELATED SERVICES**

1. The Supplier will provide (either directly or through supply chain management) commemorative event planning and delivery services which may include, but are not limited to:

* Evaluation of events and demonstration of Return on Investment
* Event production (technical services)
* Project planning and management including budgetary management
* Provision of delegate management services
* Provision of on-site resource to manage and coordinate events
* Arrangement for specialist insurance as required
* Event and exhibition design & production, including safe stage and stand design, build, installation, decoration and removal
* Identification and sourcing of event contributors

**HEALTH, SAFETY AND ENVIRONMENT**

1. Risk Assessments and Method Statements for events must be shared in advance with relevant parties.
2. Appropriate insurance cover must be in place.
3. Arrangements should be in place for the management of emergencies during events.
4. Arrangements must be in place for the safe handling of waste.
5. Arrangements for provision of First Aid.
6. Provisions in line with latest Government guidance for safe management of COVID-19 or other public health risks.

**CATERING AND WELFARE**

1. As required, provision of catering and welfare services, which may include but are not limited to culturally and event appropriate catering concessions.

**TRANSPORT AND LOGISTICS**

1. This may include but is not limited to provision of couriers for ensuring successful event management.
2. The supplier should work with relevant organisations to ensure coordinated transport and logistics arrangements.

**EVENT TECHNOLOGY**

1. The Supplier will provide Audio Visual (AV) equipment, services, design and integration to meet the requirements of individual events, including but not limited to

* Design and installation of bespoke AV systems for events of varying sizes, including
  + Microphone systems
  + Camera systems, including camera relay and filming
  + Speaker management systems
  + Translation booths
* Event broadcasting, webcasting, livestreaming and video-conferencing provision and management
* Provision of basic AV equipment
* Provision of laptops, tablet computers, touch screen style devices as necessary
* AV Production planning and management
* Projection systems
* Sound production (including control)
* Voting handsets

1. Events Technology & Entertainment which may include but are not limited to - Audio Visual (AV) provisions such as Staging, Lighting, Sound.
2. Video streaming, Photography, and Hybrid Event Technology.
3. Venue Dressing, Pyrotechnics & Special Effects and Entertainment.
4. Event photography
5. Post-production video editing

**VENUES, FACILITIES AND STRUCTURES**

1. Arrangements for venue sourcing, contracting and management.
2. As required, provision of

* Barriers & fencing,
* Toilets
* Marquee
* Temporary Power
* Furniture hire/purchase
* Display Stands or similar
* Storage Units/Portacabins.

**MARKETING**

1. Design and production of Digital/Email/Social Media Marketing,
2. Design and development of event website with on-line registrations facilities
3. Printing - Maps, Badges, Literature and Post-Event Evaluation.
4. Design and production of event content e.g. PowerPoint, videos and graphic animations

**TEMPORARY STAFFING**

1. Temporary staffing may include but is not limited to
   * Events Management
   * Facilitation & show calling
   * Transcription and interpretation services
   * Stewarding and Security
   * First Aid
   * Volunteers