



SUMMER IN THE CITY 2015

EXPRESSIONS OF INTEREST

----- *for* -----

Family friendly entertainment Programme, Programme Management for John Roberts Square

Background:

The Waterford **Summer in the City** has been in existence for seven years. It is a programme of weekly summer events that aims to animate the City particularly on Fridays and Saturdays. This call for expressions of interest is largely based around the events that occur in John Roberts Square and Michael Street. Ancillary events, that are independently funded, also occur in the Viking Triangle area (Bailey's New Street, Cathedral Square area, Cathedral Plaza), New Street Gardens and the William Vincent Wallace Plaza.

Deadline for Expression of Interest: May 1st, 2015. Email proposal to conornolan@waterfordcouncil.ie

Brief:

This call for expressions of interest is specifically to Programme, Supply, Market and Manage family friendly general entertainment such as Walkabouts, Puppet Shows, Facepainting, Street acts, small Circus etc for up to 12 weekends of City Centre Summer Entertainment. This has to cover a minimum of Fridays and Saturdays and must also include entertainment between musical acts that are being programmed (see sample programme attached).

The main focus of events will be John Roberts Square and the Michael Street area. However, if the act include is a walkabout we would like to see this being extended to the Bailey's New Street area and Cathedral Palace Plaza.

Please note, there will be a fixed point vocal PA available for use in John Roberts Square.

The programme must include all expenses, taxes and insurances (PL & Employers) and an indemnity excluding Waterford City & County Council from any claims as a direct result of negligence during the operation of the programme.

Managers will be expected to liaise with the other programme and production managers and between them supply a brief weekly report stating activities, audience figures, strengths, weaknesses, further opportunities.

Managers will report to the Summer City Co-ordinating committee.

The maximum budgeted for this strand of the Summer in the City Programme is **€3,975**.

Expressions of interest (due May 1st 2015) must include a detailed sample schedule of events, it could include a Gantt chart, an example of press release and examples of previous work in this area. It must show that the schedule is achievable. If successful, working with the Production Manager, all the above will need to be finalised and confirmed by May 18th at the latest.

Expressions will be marked in the order of:

- Quality of Programme
- Achievability
- Price

For further information contact Conor Nolan: conornolan@waterfordcouncil.ie

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