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| **Wexford County Council – Expression of Interest****Open Call to Event Management /Professional Production Companies be part of a panel for the delivery of services in relation to** **Local Live Performance Programming Scheme - Summer 2021****Supported by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.** Following the announcement by Minister Catherine Martin of a fund for Local Live Performance support , Wexford County Council is seeking expressions of interest from professional event management/professional production companies to become part of a panel for the delivery of services in relation to live outdoor performances to take place throughout Wexford County, in the five municipal district areas, between July 1st and Sept 30th 2021.The aim of this scheme is to facilitate programming of outdoor live performances, animating town centres for local communities during summer 2021, should public health considerations permit. Performances can be recorded or streamed if health restrictions prevent live events or as local authorities deem appropriate. The funding can be used to support employment and wellbeing in the commercial arts and culture sectors through the provision of live performances by engaging the services of professional artists, musicians, crew and other staff members involved in live performances for the period from 1st July to 30 September 2021.As part of this scheme Wexford County council is creating a panel of event management/professional production companies to work with the 5 municipal districts (Wexford MD , Enniscorthy MD, New Ross MD , Gorey MD and Rosslare MD ) to deliver events in each district in summer 2021. This Stage 1 Expressions of Interest enables qualification to this panel where management/professional production companies can propose to work in one or multiple districts in the delivery of one or multiple live performances. Stage 2 will involve a mini tender with the relevant municipal district(s) and final budget agreed.All genres of performance (Music, Spectacle, Circus, Street Arts etc.) are included in this scheme from small scale solo performances and unplugged presentations through to amplified concerts (within Public Health Restrictions). Family or all-ages performance events are also welcome. All events must be ticketed for crowd control purposes and should be offered on a subsidised or free of charge basis. Please note that it is each municipal district’s intention to schedule live performance events in controlled public realm civic amenities, such as parks, plazas etc. Proposals should be developed to enhance existing district plans for a safe outdoor summer and final programmes will be agreed between the appointed Event Management/Professional Production Company, The Municipal District Manager and The Arts Officer. The intention of this scheme is to support employment and wellbeing in the commercial arts and culture sectors therefore programming of local performers will be prioritised. The delivery of services will entail the following :* Live outdoor performances to be delivered countywide in partnership with proposed municipal districts.
* Performances to take place between 1st July – 30 September 2021
* Work closely with the 5 Municipal District Managers /Arts & Tourism Offices on suitable outdoor venues and programming/performers
* Liaise with Wexford Arts Office on selection of live performance acts to ensure diversity of artistic programming and equality of opportunity for local performers.
* Agree total budget with each municipal district manager for delivery of services .
* Propose and manage an appropriate booking and ticketing system for events
* Provide all tech set up to include lighting team, sound team, stage team, rigging and derigging.
* Promote accessibility for all events.
* Event management, booking ( ensure GDPR compliance ) and manage all artists, crew etc.
* Provide staff for security and stewards for events.
* Agree a payment system for all artists, crew , staff etc- copies of individual paid invoices/receipts to be submitted as required in advance of payment.
* Support Marketing and PR of the events and work with each municipal district and arts & tourism offices in Wexford county council in promotion of each event
* Provide a copy of Insurances required as follows: Employers Liability €13,000,000 / Public Liability €6,500,000 / Professional Indemnity €250,000, Indemnity to Wexford County Council.
* Be tax compliant and submit an up to date Tax Clearance Certificate.
* Provide a Health and Safety Event Management plan
* Provide a COVID-19 Compliance Plan
* Provide a Child Protection Plan
* Successful event management/professional production companies will be required to Submit a Final report to the Municipal District manager with relevant receipts, attendance figures, programme Details, Numbers of individuals employed, numbers of days employment, breakdown of costs by type and any other documentation required by the deadlines set at contact stage.

**Please submit the following documentation for Application for inclusion on Panel:*** Event management/professional production company – Company History & Profile & CV for key personnel
* 3 -5 examples of relevant work to demonstrate track record
* Expression of interest (max 1,000 words typed) – why you are interested , which municipal district(s) you propose to work in, and your initial approach to the delivery of these services
* Proof of Insurances
* Health & Safety and Covid Compliance Strategies – examples from previous events managed must be submitted.
* Child Protection Policy – current policy to be submitted.

Please refer to Wexford County council event management plan <https://www.wexfordcoco.ie/sites/default/files/content/CouncilDemocracy/CouncilMinutes/EventsManagementGuide.pdf> **Panel and Scoring criteria Stage 1 and Stage 2** A panel from Wexford County Council will be convened to assess Expressions of Interest To qualify for inclusion on the panel you must score a minimum of 600 out of 1000 points. The following assessment criteria apply :* Demonstrated Experience/ Track record in Event Management/ Production - 400
* Expression of interest- Quality of proposed approach - 300
* Feasibility technically ( Insurance, H&S documentation/ Ability to record/live stream /any other technical provision relevant to the proposal ) 300
* Realistic Financial Projections – (Applicable for Stage 2 only )

**Closing date for receipt of Expressions of interest - Thursday, 1st July 2021 @ 10am** Digital applications . All documents must be compiled into one PDF max size ( 12 MB) Please email to Wexford Arts Office Email : artsoffice@wexfordcoco.ie titled ‘Expression of Interest – Live Performance SchemePlease Note: Qualification for this panel does not guarantee you work on this scheme. Quotations will be sought from the panel by each Municipal District for the roll out and management of events in their area.All applicants will be notified by Wednesday 7th July 2021 . For any queries please call Wexford Arts office Tel 00 353 9196369 or email artsoffice@wexfordcoco.ie  |

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