

NOTICE

Bendigo Tourism 2023 Membership Launch

Opportunity to supply for:

Venues Activations Catering

The Bendigo Tourism Board invites members to complete an Expression of Interest application to provide the following goods/services.

OTS Title	2023 Bendigo Tourism Board Inc Membership Launch
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Details

Overview:

The BTB 2023 Membership Launch is an opportunity to have both current members and potential members gathered together to learn about what our memberships will consist of for the following financial year. As well as an overall tourism industry update.

This will be a cocktail style event with short formalities and plenty mingling and networking. We welcome additional activations from other members as part of the evening too. This could include: Food, wine, craft beer or spirit tastings, interactive art or projects for members to connect with.. any other ideas that will showcase interesting products or activations to the membership community.

Format: Relaxed, standing event with live entertainment and light refreshments provided.

Provision for some seating is necessary, guests will receive a drink or 2 on arrival (depending on budget) and then any additional beverages purchased by guests. Canapes or grazing table.

1. Networking opportunity
2. Formalities

Date: Monday, June 26th, 2023

Timing (approx):

- 5.30pm – 6.00pm, arrival, drinks, canapes / or grazing table
- 6.00pm – 6.30pm, formalities
- 6.30pm – 8.00pm approx. – drinks, canapes / or grazing table

Set up and requirements (preferred):

1. Venue capacity 80-120. Combination of both seated and standing areas.
2. Space for live entertainment
3. Space for speeches and presentation screen
4. Allowance for one or more activations to be operational.

Food and beverage catering required:

- Canapes and/or grazing table for 80 pax
- Beer, wine, and soft drink for 80 pax

AV and sound:

General presentation equipment required (can be hired if needed)

- Lectern, Microphone, speakers
- Presentation screen and connection to laptop

Special considerations

There may be VIP guests in attendance.

Must liaise with the Bendigo Winegrower Association (BWA) to provide local wine**.

*** please note this does not mean to simply serve local wines chosen from your own wine list, consultation must be undertaken with BWA to select agreed wines from their members. Wines can be purchased on consignment, only paying for items opened. Assistance is available to organise this if needed.*

Budget information

Please advise any décor or decorative items provided by the venue, or items that may need to be purchased additionally.

Process and inclusions

- You must complete the Expression Of Interest (EOI) document to be considered to provide a venue, and/or an activation, and or food/beverage catering.
- Collaborations between yourself and other members to deliver the event are welcome and encouraged.
- In addition to providing your quote/estimate, please also provide an overview of how the event will run, what the space will look like and any other details to enable the committee to select the best provider for this event.
- Your quote / estimate must be submitted by **Monday, 29th May, 2023.**

Key contact for queries or clarification

Questions - Justine Blacklock j.blacklock@bendigo.vic.gov.au

EOI - Submit to Tanya Cavallaro – t.cavallaro@bendigo.vic.gov.au

Notification process

Successful and unsuccessful applicants will be notified by email by the end of the following week.