|  |
| --- |
| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |

***NUMBER:*** *2015 /04/14*

**TO:**

|  |  |  |
| --- | --- | --- |
| Learn Local organisations  *– ALL* | Adult Education Institutions | Learn Local stakeholders |
| Participation Branch staff |  |  |

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 14/04/2015

**SUBJECT:** Calling for expressions of interest – catering and entertainment - for the 2015 Victorian Learn Local Awards

**ACTIONS/CRITICAL DATES:**

* Expressions of interest to quote for Learn Local Awards entertainment and/or catering.
* Expressions of Interest close on Friday 1 May 2015.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The 2015 Victorian Learn Local Awards Presentation Dinner will be held on Thursday, 10 September 2015 from approximately 6.30pm to 10.30pm at the Collingwood Town Hall. The Awards are an opportunity to shine the spotlight on the significant contribution of Learn Local organisations, and the presentation event is an opportunity for us to come together and celebrate.

**Expressions of interest – entertainment**

We are seeking expressions of interest from Learn Local organisations able to provide entertainment at the 2015 Awards Presentation Dinner. As this will be a sit-down dinner, the entertainer/s should be able to perform either centre stage, or as background entertainment. A small vocal or musical group would be appropriate. The entertainment would be required in the foyer pre-dinner and in the main auditorium between courses or speeches, with one or two dedicated performance pieces for the diners to enjoy.

If your organisation has the capacity to provide suitable entertainers and you are interested in submitting a quote for this event, please email learnlocal@edumail.vic.gov.au by Friday, 1 May 2015.

For further information, please contact Lisa Murphy on 03 9637 2864 or email learnlocal@edumail.vic.gov.au

**Expressions of interest – catering**

We are also seeking expressions of interest from Learn Local organisations with the capacity to cater for the 2015 Awards Presentation Dinner. There is a commercial kitchen on site at the Town Hall which the successful caterer will have access to from approximately 9.00am to 12.00am (midnight) on the day of the event. We anticipate there will be between 250 and 300 attendees at the event and your organisation will need to be able to provide as follows:

* Temporary Liquor Licence for event
* Sparkling wine/soft drink on arrival
* Canapés on arrival
* Two course, sit down meal (Main and Dessert) including ability to cater for varying dietary requirements (eg. vegetarian, vegan, gluten free etc)
* Tea and coffee station
* Chef/s
* Wait staff
* Bar staff with Responsible Serving of Alcohol certificates (paid bar)
* All napery, crockery, cutlery and glassware
* Ice and ice buckets
* Menu design and printing
* Set up and pack down of the venue (tables and chairs will be provided and set up in position by Collingwood Town Hall)
* Ticketing system (online or other method) for approximately 100 to 150 guests

If your organisation has the capacity to provide / manage all of the above elements and you are interested in submitting a quote for this event, please email [learnlocal@edumail.vic.gov.au](mailto:learnlocal@edumail.vic.gov.au) by Friday 1 May 2015.

For further information, please contact Lisa Murphy on 03 9637 2864 or email [learnlocal@edumail.vic.gov.au](mailto:learnlocal@edumail.vic.gov.au)