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

***NUMBER: 2017 / 05 / 30***

**TO:**

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| Learn Local organisations *– ALL* | Adult Education Institutions | ACFE Board |
| ACFE Regional Councils | Participation Branch staff | Learn Local stakeholders  |

**FROM: Ryan Collins, Director, Participation Branch**

**DATE: 30 May 2017**

**SUBJECT:** 2017 Victorian Learn Local Awards: Calling for expressions of interest for catering, table and stage decorations, entertainment, Master of Ceremonies (MC)

**ACTIONS/CRITICAL DATES:**

* Opportunity for Learn Local organisations to quote for catering, table and stage decorations, pre-ceremony entertainment and/or Master of Ceremonies (MC) for 2017 Awards.
* Expressions of Interest close on Tuesday 20 June 2017.

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The 2017 Victorian Learn Local Awards presentation dinner will be held on Thursday 31 August 2017 from approximately 6.30pm to 10.30pm at the Malvern Town Hall. The Awards showcase the valuable work and significant contribution of Learn Local organisations, and the presentation event is an opportunity for us all to come together and celebrate our achievements.

**Expression of interest - Catering**

We are seeking expressions of interest from Learn Local organisations with the capacity to cater for the 2017 Awards presentation dinner. There is a commercial kitchen on site at the Malvern Town Hall which the successful caterer will have access to from approximately 10.00am (on the day of event) to 12.30am (post-event). We anticipate there will be approx. 300 attendees at the event and your organisation will need to be able to provide the following:

* Caterer’s Registration
* Liquor Licence for event
* Sparkling wine, beer (full strength/light), red/white wine, cider, soft drink and orange juice on arrival (6.30pm to 7pm) - charged on consumption
* Sparkling wine, beer (full strength/light), red/white wine, cider, soft drink and orange juice during the presentation ceremony (7pm to 10.30pm) - cash bar
* Adequate bar staff with Responsible Service of Alcohol Certificates
* Hot and cold canapés on arrival (6.30pm to 7pm)
* Two course, sit-down meal (main and dessert) including ability to cater for various dietary requirements (e.g. vegetarian, vegan, gluten free, lactose free, food allergies, etc.)
* Tea and coffee station/s
* Chef/s
* Wait staff and Wait Staff Coordinator
* Napery, crockery, cutlery and glassware
* Ice and ice buckets
* Set up and pack down of the venue (tables and chairs will be provided and set up in position by Malvern Town Hall)
* Cleaning of venue kitchen (inc. floors mopped, stove and oven clean) and garbage sorted and disposed of correctly in the venue bins provided.

If your organisation has the capacity to provide/manage all of the above requirements and you are interested in submitting a quote for this event, please email learnlocal@edumail.vic.gov.au by Tuesday 20 June 2017.

**Expression of interest - Table and Stage Decorations**

We are also seeking expressions of interest from Learn Local organisations with the capacity to provide decorative table centrepieces and a matching stage piece to feature on the main stage. The centrepieces and stage piece could be made from a wide range of materials, for example, flowers, plants, bundles of herbs, craft, sculpture, paintings – the options are endless and we invite you to be creative!

We anticipate there will be approx. 30 tables at the event and your organisation will need to be able to provide the following:

* 30 x decorative table centrepieces (appropriate size - doesn’t affect guest sight lines to the stage)
* 1 x matching decorative stage piece
* In line with the 2017 Learn Local Awards branding / colours -[www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/about/awards/Pages/learnlocal.aspx?Redirect=1)
* Set up prior to and removed post event
* Non-weighted balloons, confetti, smoke or haze producing items not permitted
* Candles may be used if secured in a glass (or similar) holder that contains the flame/wax.

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 by Tuesday 20 June 2017.

**Expression of interest – Pre-ceremony Entertainment**

We are also seeking expressions of interest from Learn Local organisations able to provide pre-ceremony entertainment at the 2017 Awards event. The entertainment will be required for guests to enjoy during pre-dinner drinks in the foyer prior to the start of the ceremony. It can be musical or artistic in nature and suitable for pre-ceremony entertainment (ie. small performance group, solo artist, roving entertainers, etc). The entertainment should be self-sufficient in terms of the set up/pack down and operation of any equipment including instruments, etc.

If your organisation has the capacity to provide suitable entertainers/performers and you are interested in submitting a concept and quote for this event, please email learnlocal@edumail.vic.gov.au by Tuesday 20 June 2017.

**Expression of interest – Master of Ceremonies (MC)**

We are also seeking expressions of interest for an experienced Master of Ceremonies (MC) to hostthe 2017 Victorian Learn Local Awards. The MC should have previous experience at events, be confident onstage hosting an awards presentation ceremony and someone who knows and loves the Learn Local sector. The MC would also need to be available for a rehearsal prior to the ceremony.

If your organisation is able to provide or recommend a suitable MC for this event, please email learnlocal@edumail.vic.gov.au by Tuesday 20 June 2017.

**More information**

For any queries about any of the above opportunities, please contact Louisa Harrington on (03) 9637 3145 or email learnlocal@edumail.vic.gov.au. For more information about the Awards visit [www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/learnlocalawards)