**ACFE Board Memo**

To: ACFE Regional Council Chairs

 Adult Education Institutions

 Learn Local Organisations

 Learn Local Stakeholders

 Participation Branch Staff

From: Acting Director, Participation Branch

Subject: **Calling for expressions of interest – catering and entertainment - for the 2014 Victorian Learn Local Awards**

Date: 22 April 2014

The 2014 Victorian Learn Local Awards Presentation Dinner is to be held on Thursday, 28 August at the St Kilda Town Hall from 6.30pm to 10.30pm. The Awards are an opportunity to shine the spotlight on the significant contribution of so many, and the presentation event is an opportunity for us to come together and celebrate as a sector.

**Expressions of interest – entertainment**

We are seeking expressions of interest from Learn Local organisations able to provide entertainment at the 2014 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, 2 May 2014.

For further enquiries, please contact Marianne Collopy on 03 9651 3019 or email learnlocal@edumail.vic.gov.au

**Expressions of interest – catering**

We are also seeking expressions of interest from Learn Local organisations to cater for the 2014 Awards Presentation Dinner. There is a commercial kitchen on site at the Town Hall which the successful caterer will have access to from 10am to 12 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 / manage all of the below elements:

* 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 St Kilda 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 by Friday 2 May 2014.

For further enquiries, please phone Marianne Collopy on 03 9651 3019 or email learnlocal@edumail.vic.gov.au

**JANE DEWILDT**

Acting Director, Participation Branch