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

***NUMBER:*** 2016 / 05 / 24

**TO:**

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

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

**DATE:** 24 May 2016

**SUBJECT:** Calling for expressions of interest - catering, entertainment, table and stage decorations - for the 2016 Victorian Learn Local Awards

**ACTIONS/CRITICAL DATES:**

* Expressions of interest to quote for Learn Local Awards catering, entertainment, table and stage decorations close on Monday 20 June 2016.

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The 2016 Victorian Learn Local Awards presentation dinner will be held on Thursday 8 September 2016 from 6.30pm to 10.30pm at the Collingwood Town Hall in Melbourne. The Awards are proudly brought to you by the Adult, Community and Further Education Board and are one of the ways the Board recognises and rewards the outstanding achievements of organisations, programs and individuals within the Learn Local education and training sector.

Once again, the Board would like the presentation dinner to showcase the multitude of talent across the sector by seeking expressions of interest from Learn Local organisations to provide the catering, entertainment and table / stage decorations.

**Expressions of interest - Catering**

We are seeking expressions of interest from Learn Local organisations with the capacity to cater for the 2016 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 approx. 300 attendees at the event and your organisation will need to be able to provide as follows:

* Temporary Liquor Licence for event
* Chef/s and kitchen staff
* Wait staff
* Bar staff with Responsible Serving of Alcohol Certificates
* Hot and cold canapés on arrival
* Two course, sit down meal (main and dessert) alternate drop, including ability to cater for varying dietary requirements (e.g. vegetarian, vegan, gluten free, lactose free etc.)
* Sparkling wine, beer, wine, cider, soft drink and orange juice on arrival (charged on consumption)
* Sparkling wine, beer, wine, cider, soft drink and orange juice during the Awards dinner (cash bar)
* Tea and coffee station
* All napery (ie. napkins and round tablecloths), crockery, cutlery and glassware
* Ice and ice buckets
* Setup and pack down of the venue (round tables and chairs will be provided and setup in position by Collingwood 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 elements and you are interested in submitting a quote for this event, please email learnlocal@edumail.vic.gov.au by Monday 20 June 2016.

For further information, please contact Dior Coombs on (03) 9637 3580 or email learnlocal@edumail.vic.gov.au.

**Expressions of interest - Entertainment**

We are also seeking expressions of interest from Learn Local organisations able to provide entertainment at the 2016 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 is 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.

We also welcome expressions of interest from a performance group or solo artist to perform as the main act of the evening. This doesn’t necessarily need to be musical in nature.

If your organisation has the capacity to provide suitable entertainers/performers and you are interested in submitting a quote for this event, please email learnlocal@edumail.vic.gov.au by Monday 20 June 2016.

For further information, please contact Dior Coombs on (03) 9637 3580 or email learnlocal@edumail.vic.gov.au.

**Expressions 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 as follows:

* 30 x decorative centrepieces for round tables (appropriate size - doesn’t affect guests sight lines to the stage)
* 1 x stage piece
* In line with the 2016 Learn Local Awards branding
* Setup prior to and removed post event
* Naked flame, smoke producing, glitter or helium balloons not permitted

If your organisation has the capacity to provide / manage all of the above decoration elements and you are interested in submitting a quote for this event, please email learnlocal@edumail.vic.gov.au by Monday 20 June 2016.

For further information, please contact Dior Coombs on (03) 9637 3580 or email learnlocal@edumail.vic.gov.au.