Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** ACFE Board

 ACFE Regional Councils

 Adult education institutions

 PIRE Branch staff

RegisteredLearn Local providers

**FROM:** Ryan Collins, Director — Participation, Inclusion and Regional Engagement Branch

**DATE:** 14/05/2019

**SUBJECT: 2019 Victorian Learn Local Awards – Calling for expressions of interest for table and stage decorations, and entertainment for Presentation Dinner**

Actions / Critical dates

* Opportunity for Learn Local providers to quote for table and stage decorations, and entertainment for the 2019 Awards Presentation Dinner.
* Expressions of interest close on Friday 14 June 2019.

2019 Victorian Learn Local Awards

The 2019 Victorian Learn Local Awards Presentation Dinner will be held on Friday 23 August 2019 from approximately 6.30pm to 10.30pm at Mural Hall, Melbourne. The Awards showcase the valuable work and significant contribution of Learn Local providers, and the presentation dinner is an opportunity for us all to come together and celebrate our achievements.

Expression of interest - Table and Stage Decorations

We are seeking expressions of interest from Learn Local providers with the capacity to provide decorative table centrepieces and a matching stage piece to feature on the main stage.

We anticipate there will be approx. 35 tables at the event and your organisation will need to be able to provide the following:

* 35 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 new 2019 Learn Local Awards branding/colours -[www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/about/awards/Pages/learnlocal.aspx?Redirect=1). (See [Memo 2019/04/23a](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2019/pbmemo20190423a) for link to promotional materials)
* Set up prior to and removed post event
* Non-weighted balloons and smoke or haze producing items not permitted

If your provider has the capacity to provide/manage the above elements and you are interested in submitting a quote for this event, please email learnlocal@edumail.vic.gov.au by Friday 14 June 2019.

Expression of interest – Entertainment

We are also seeking expressions of interest from Learn Local providers able to provide entertainment for the 2019 Awards event. It can be musical or artistic in nature and suitable for ceremony entertainment (i.e. small performance group, solo artist, band, 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 provider 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 Friday 14 June 2019.

More information

For any enquiries about the above opportunities, please contact Louisa Harrington on (03) 7022 1462 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).