**Blyth Town Council -Events Strategy and Delivery Management**

The Events Committee of the Council wish to develop a new strategy for the delivery of community related events in Blyth.

Currently the Council budget for a number of events e.g. summer fair, an autumn event which has consisted of a firework display and related entertainment, and Christmas entertainment. The budget for these events in 2016/17 is £65,000. The Council also contributed towards Northumberland Live 2016 and is in the process of organising the 2017 event. The cost of staging the 2017 event will be approximately £35,000.

These events have been delivered by the Town Council by way of a contract with coordinating organisations, and paid by the Council on a retainer basis or one off payment. One such contract with an organisation ends on the 31st March 2017.

The Council wish assistance in developing a vision for the next 3 years, to raise the profile of the town and develop a programme of events to support the vision and produce a plan on how they can be delivered. This we believe is best achieved by inviting interested organisations to steer us through this process.

With regard to the actual delivery of the event/s, it is expected that the successful organisation/s will, in liaison with the Town Council, oversee the whole project/s, from planning to running the event on the day.  
This, for example, may include:

* coming up with original ideas for events
* agreeing budgets and timescales with the client
* researching venues, contacts and suppliers
* negotiating prices with suppliers and contractors
* booking venues, entertainment, equipment and supplies
* hiring and supervising contractors such as caterers and security
* publicising the event
* making sure that everything runs smoothly on the day
* ensuring that health, safety and insurance regulations are followed

If you are able to demonstrate extensive experience in developing a strategy for events in the context mentioned above and can show how this can be delivered please submit your outline plan and cost to Town Clerk etc for consideration by 22nd December 2016.

The final choice of who can assist the Council will be made by the Events Committee, after considering proposals submitted, by attendance at the Committee to explain the approach in more detail.

The contact details for the Town Clerk, Joe Hughes, are:

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