



2018

Stage Production Tender



Goodna Jacaranda Festival

Goodna Community Association Inc

Stage Production Tender Specifications

General Information

The Goodna Jacaranda Festival is a non-profit community event staged annually in October for the benefit of the local community. In recent years an estimated crowd of 20,000 to 30,000 people attend the festival over three days. Provision of a wide range of rides and games suitable for all ages is an important component of the festival.

The Goodna Community Association Inc (ABN: 74 940 319 583) runs the festival on behalf of the community each year.

Festival Dates

The provisional dates for the festival over the next few years are;

- 2018 – Friday 26th to Sunday 28th October
- 2019 – Friday 25th to Sunday 27th October
- 2020 – Friday 23rd to Sunday 25th October
- 2021 – Friday 29th to Sunday 31st October
- 2022 – Friday 28th to Sunday 30th October

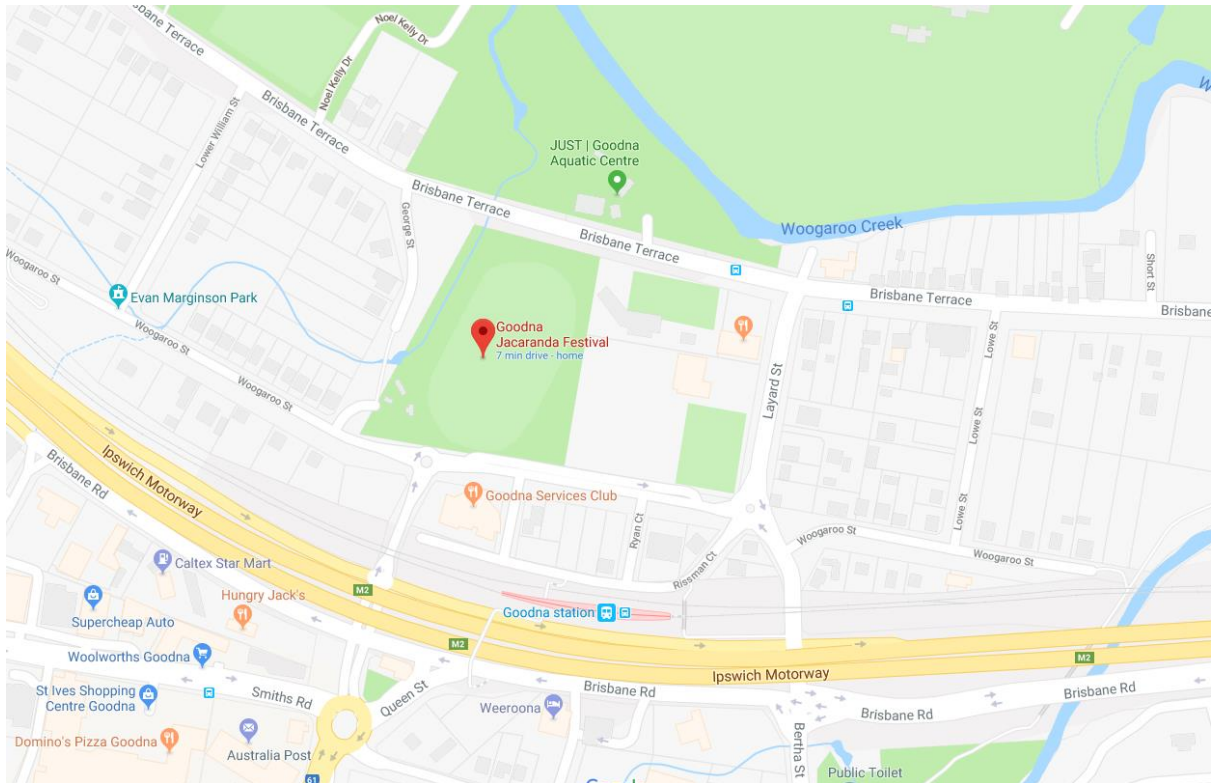
Operating Times

Exact operating times will be decided closer to the festival in consultation with the sideshow operator. Historical times have been;

- Friday 4PM to 10PM
- Saturday 8AM to 10PM
- Sunday 8AM to 2PM

Location

The Festival is staged on Evan Marginson Park in Goodna. Entrance to the park is via Woogaroo Street. The stage will be sited on Oval A as part of the overall field layout determined closer to date of the festival.



Stage

The stage is generally expected to be 11m x 10m with a roof / lighting trusses.

Power

You will have access to a single 32amp 3 phase circuit supply via mails power for your exclusive use.

Operational

The association will provide a full run down of performers and stage items for the entire festival. The successful vendor will be responsible for executing the stage program along with all sound, lighting and management over the weekend, ensuring a smooth operating stage with virtually no down time on stage.

Security

The talent quest heats are normally conducted indoors and equipment is secure within the building.

The festival employs a guard to patrol the site overnight from the Thursday before the festival, through and including the Friday and Saturday nights of the festival.

During the festival QPS are usually present.

The festival normally employs a guard at the back stage entrance during times when children are performing, such as the talent quest and schools competitions, but not at other times.

General Requirements

The following areas should be considered for your tender; A complete service is preferred, however if you wish to tender for only some parts you are free to do so.

Festival Weekend

- Supply of front of house Line Array PA including all mixing, effects and cabling
- Supply fold back PA including all mixing, effects and cabling
- Supply Main stage Performance lighting, DMX control, lighting Desk, effects machines and cabling
- Supply marquees suitable for all weather to house all stage equipment, crew and facilities.
- Provide stage hands to manage on stage performances
- Provide all support equipment as required by the stage program each year, including but not limited to;
 - Instrument Microphones
 - Choir Microphones
 - Wireless hand held microphones
 - Head microphones

Stage Management

- Manage all performers across the duration of the Festival
- Liaise with the Festival Committee to ensure all announcements and presentations are fulfilled

Fireworks

- Supply and operate PA system for fireworks soundtrack on field

- Develop soundtrack for the fireworks including mixing / effects / production

Quest for Talent

- Sound production for up to three heats
- PA for three heats
- MC Duties for three heats

Public Address System

- Provision of a public address system that can be used to broadcast announcements and special messages across the wider festival without interrupting the stage.

MC Duties

- Present the stage program over the festival weekend
- Make announcements regarding sponsors, groups, events and other items as directed
- Make public address announcements as required

Length of Agreement

The association will consider an agreement from 1 to 5 years in length. Please note your preferred agreement length.

Insurance and Safety

Please include the following documents with your tender;

- Public Liability COC (Minimum \$20 million dollars cover)
- WorkCover COC

Sponsorship and Support

You are invited to include in your tender products or services you are able to include at no cost to the festival by way of an in kind sponsorship. Vendors who are able to provide in kind benefits can be provided a sponsorship package as part of the agreement.

Submission Guidelines

Tenders can be submitted either via email to secretary@goodnacommunityboard.org.au or via post to PO Box 116 Goodna 4300.

Submissions closed 28th February 2018

The selected Vendor will be notified on or before 17th April 2018.