Tender invitation for the Eltham and Woolwich winter parades 2018

1.0 Introduction

The Royal Borough of Greenwich invites community arts organisations to submit proposals for the management and delivery of two winter parades in the Royal Borough.

The parades form part of the Eltham Lights Up event on 15 November and the Woolwich Winter Warmer event on 1 December.

2.0 Background information

The events are well established in the Royal Borough event calendar, having successfully run for over 15 years.

They have separate event themes but share many elements:

- Winter and Christmas themed displays and stalls (children’s activities, fairground rides, art displays, craft stalls etc.)
- Live music and street entertainment – the musicians and street entertainers may also join the parade

2.1 Eltham Lights Up 2018

Eltham Lights Up is a winter lantern festival in Eltham High Street. The street is specially closed to traffic. Walkround entertainers and live music animate the space and the event culminates in a lantern lit parade and the switching on of Eltham High Street’s Christmas lights.

The parade route is along the length of Eltham High Street, passing local shops and businesses

Thursday 15 November
4.00 – 7.00 pm
Eltham High Street
Eltham
London
SE9 1AA
2.2 Woolwich Winter Warmer 2018

Woolwich Winter Warmer is a festive themed celebration held in General Gordon Square in Woolwich town centre. It links up with another event that takes place in the Royal Arsenal riverside development. This event is run by the Berkeley Group.

The Woolwich Winter Warmer parade route starts in Woolwich town centre and ends at the Royal Arsenal, uniting the two event areas.

Saturday 1 December
12 noon – 6.00 pm
General Gordon Square
Woolwich
London
SE18 6HD

2.3 Project deadlines for 2018

The proposed project timeline is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 28 September</td>
<td>Deadline for proposal submissions</td>
</tr>
<tr>
<td>w/c 1 October</td>
<td>Shortlisted organisations interviewed</td>
</tr>
<tr>
<td>w/c 8 October</td>
<td>Proposal selected and programme of engagement agreed</td>
</tr>
<tr>
<td>w/c 15 October</td>
<td>Schools/groups contacted for Eltham and Woolwich</td>
</tr>
<tr>
<td>w/c 22 October</td>
<td>School half term</td>
</tr>
<tr>
<td>w/c 29 October</td>
<td>Eltham school workshop programme begins</td>
</tr>
<tr>
<td>w/c 5 November</td>
<td>Eltham parade Saturday community drop in sessions begin. Woolwich school workshop programme begins</td>
</tr>
<tr>
<td>w/c 12 November</td>
<td>Eltham Lights Up event 15 November</td>
</tr>
<tr>
<td>w/c 19 November</td>
<td>Woolwich school workshop programme continues.</td>
</tr>
<tr>
<td>w/c 26 November</td>
<td>Woolwich Winter Warmer event 1 December including on the day community drop in workshop</td>
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</tbody>
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3.0 Project requirements for 2018

Here is an overview of our requirements. Further details can be found in the notes at the end of this document.

3.1 Parade themes

Proposals must include a different theme for each parade.

- The Eltham Lights Up parade needs to have a traditional festive or preparing for the seasonal celebrations theme.

- The Woolwich Winter Warmer needs to have a theme that reflects the festive or winter season, or is about keeping warm when it’s cold.

Please avoid themes with a strong nautical, military, transport or religious focus.

3.2 General project delivery requirements

- Please allow for an attendance of between 350 – 550 participants (children and adults, including accompanying parents) for each parade.

- At least six schools or community groups (such as youth organisations or dance academies) must be involved in creating content and performance pieces for each parade.

- Each parade requires a separate workshop programme that includes both school workshops and public drop in sessions.

- The parades take place after dark so must be very well illuminated. Lanterns and other structures must be easily visible about head height.

- The parades need to make strong use of sound and rhythm so the parades are easily audible as well as easily visible.

- Representatives from the community arts organisation will be expected to attend regular planning meetings, Safety Advisory Group meetings and on the day briefings.

- The community arts organisation will be responsible for recruiting stewards for each parade, including volunteer parents/stewards from school’s/community groups to accompany the parade.
Royal Greenwich events – Eltham Lights Up and Woolwich Winter Warmer 2018

- Risk assessments, public liability insurance and health and safety checks must be adequate for the parades and approved by the Royal Borough of Greenwich, with all relevant documentation supplied by agreed deadlines. Community arts organisation staff must be DBS checked.

- Monitoring information is required for all elements of the event, including participant numbers and the ethnic group breakdown.

3.3 Budget

The budget available for the delivery of the workshops and parade (excluding the finale) is up to £9,000 for Eltham Lights Up and up to £9,000 for Woolwich Winter Warmer.

Please ensure there is a detailed budget in your proposal. This should include a full breakdown of costs to ensure that direct comparisons can be made between organisations. Please cover the following:

- Artistic development, direction and management
- Participatory workshops or similar in school and community settings
- An illuminated street parade with animation, structures and sound

Costs/fees must be calculated per item: i.e. Cost per artist per workshop, materials etc.

Applications will be considered from sole organisations or organisations working in partnership in order to deliver the whole event. If in partnership, please be clear on which organisation takes overall responsibility.

Please ensure that any in kind costs/contributions are fully detailed. Please clearly describe any added benefit that your organisation can bring to the project (i.e. additional cash or in-kind match funding, materials, structures etc. if available).

3.4 The contract

The contract will be to provide the services detailed above in relation to the 2018 Eltham Lights Up and Woolwich Winter Warmer events for the Royal Borough of Greenwich. The contract value will therefore to be a total of £18,000.

The Royal Borough of Greenwich will ensure that planning for the event delivery begins no less than one calendar month before each event date. However, we reserve the right to last minute alterations to any requirements. If, as the awarded contractor, you are not able to supply the revised requirements, we reserve the right to seek an alternative supplier elsewhere.
If you are unable to deliver any element of the brief or would like to deliver the parades in partnership with another organisation, please ensure the details (highlighting areas of responsibility and associated costs) are clearly stated.

Please send your proposal to Joan Dance by 24.00hrs on Friday 28 September 2018

events@royalgreenwich.gov.uk

Royal Borough of Greenwich
The Woolwich Centre
35 Wellington Street
Woolwich
London SE18 6HQ

Tel: 0208 921 5049

4.00 Additional information on proposal requirements

4.1 Added value

We are keen to appoint an arts organisation that can bring some added value elements to the parade delivery.

This may be in the form of existing sponsorship, additional cash or in-kind match funding, utilising a current community project for parade content or recycling some existing materials and parade structures.

4.2 Equal opportunities

The community arts organisation will liaise with the Royal Borough and its partners to ensure the parades are delivered in line with the Royal Borough’s policies on equal opportunities and inclusion.

4.3 Parade route considerations

The parade routes run through pedestrianised shopping areas and other busy urban spaces so they must be delivered effectively and safely in this environment. Please note the parade routes are on open roadways with no barriers separating the participants from spectators.
Royal Greenwich events – Eltham Lights Up and Woolwich Winter Warmer 2018

- The Eltham Lights Up parade route is on both sides of Eltham High Street (the parade goes up and down the street) The turning circle of structures needs to be assessed in relation to the road width. Eltham High Street is also the location of the event finale and the live music stage, so crowd build up needs to be carefully managed.

- The Woolwich Winter Warmer parade route ends on the Royal Arsenal event site. The Royal Arsenal’s own event will run up to 8.00 pm so the parade pack down needs to be discreet.

4.4 Event timings

These timings are for guidance only and may vary for our 2018 event.

**Eltham Lights Up 15 November** *
15:00 - Eltham High Street closed to vehicles
16:00 - Entertainment in the High Street and the Eltham Centre
18:00 - Parade starts with the Christmas lights switch on
18:45 - Finale spectacular
19:00 - Eltham Lights Up event ends and parade pack down commences
20:00 - Eltham High Street opens to vehicles
*These timings may vary

**Woolwich Winter Warmer 1 December** *
12 noon - event opens drop in community workshop session begins
16.30 - parade starts
17.15 - parade enters General Gordon Square for the Christmas tree lighting
17:25 - parade goes onwards to the Royal Arsenal main entrance
17:45 - parade arrives at its final destination in the Royal Arsenal.
17.50 - Finale spectacular at the Royal Arsenal
18.00 - Parade dispersal and pack down. Event ends
20.00 - Royal Arsenal event ends
*Timings subject to change

4.5 Workshop delivery requirements

- The community arts organisation is responsible for the recruitment of the required number of schools/groups, so a proactive approach is needed. The Royal Borough will send invitations to existing contacts and publicise the opportunity. The community arts organisation must be prepared to find additional contacts and follow up expressions of interest.

- The community arts organisation will be responsible for recruiting and confirming workshop attendees, timetabling, booking, organising and running each session.
• Workshops should enable participation of mixed ability groups in school and community settings and have strong curriculum links.

• The community arts organisation is responsible for delivering training sessions and support for schools/groups who want to run their own workshops.

• Artists should be experienced in working in schools and able to interact with young people. They should have a level of expertise above the teacher or group leader and allow ample time to prepare for each session.

• Workshops should run for at least 1 hour 30 minutes.

• Workshop attendance must be monitored by the organisation and included in the reports and evaluation of the event.

4.6 Parade delivery requirements

• Please include at least one large structure with a total height from ground of at least 2.5 metres.

• Sources of sound (for instance brass bands, drumming groups, amplified recorded music) need to be spaced at intervals in the parade line up. Please include at least three sources of sound for each parade.

• We will consider proposals that feature content (for instance structures, music and costumes) that have been successfully used in previous parades. However, the content needs to be adapted so each parade looks and sounds distinct and the visitor experience is not identical.

• In Woolwich the parade will pause midway in General Gordon Square for the lighting of the Christmas tree. The parade proposal needs to include ideas on making the most of this special moment.

• As directed by the Royal Borough of Greenwich the community arts organisation will need to work with any partner organisations that will have content in the parade – for instance a military marching band or sponsor branded carnival float.

• Information on parade arrangements for participant groups and stewards must be produced in a clear and timely way.

• On the day of the event the community arts organisation will take the lead in managing parade participants, performers, crew and stewards. They will also be responsible for all agreed content including its transportation, storage, set up, pack down and disposal.
4.7 Event finales

You are invited to submit additional proposals for the event finales that follow on from the parades. The finale costs will be met from a separate budget.

In the past the finales have mainly involved pyrotechnics but we are happy to consider other options. The finales need to be easily viewable by all spectators so cannot be at street level. Please be aware that the chosen finale may be delivered in partnership with other providers contracted by the Royal Borough.

4.8 Project support from the Royal Borough of Greenwich

The Royal Borough will be responsible for the following:

- Undertaking marketing and publicity by designing, producing and distributing the event marketing materials.
- Providing the infrastructure and frontline stewards/security for the event (this does not include the general parade stewards which the community arts organisation will have to source).
- Liaising with statutory authorities, e.g. police, licensing and highways departments to arrange any necessary road closures and town centre event infrastructure including the stage and preparation zones etc.
- Applying for the event's entertainment licence.
- Programming the stage based and street entertainment.

ENDS