SCOPE OF WORK

Event Coordinator – Lake Ballard Event 2027

1. Background

The Shire of Menzies is seeking quotations from suitably experienced event coordinators to assist with the planning and delivery of an orchestral event at Lake Ballard on 7–8 May 2027.

The proposed event will include performances by the Perth Symphony Orchestra (PSO), together with school and community engagement activities.

2. Scope of Services

The engagement is proposed in two stages.

Stage 1 – Event Development

The Event Coordinator will:

- Undertake a site visit to Lake Ballard and Menzies
- Consult with relevant Shire, community members, PSO and other key stakeholders such as the Art Gallery of Western Australia, adjoining Shire Councils and Visitor Centres and Australia's Golden Outback
- Review and refine the proposed event programme – possibly including the number of performances and event dates
- Identify practical requirements and constraints, including site access, parking, toilets, accommodation, transport and other event infrastructure
- Develop an initial event budget, including appropriate contingency
- Identify potential funding and sponsorship opportunities where appropriate
- Provide the Shire with a written event proposal and budget for consideration by Council, and an associated prospectus for provision to potential sponsors

Stage 2 – Event Coordination and Delivery

Subject to Council approval, the Event Coordinator may be engaged to:

- Finalise the event programme and detailed budget
- Coordinate performers, suppliers, contractors and key stakeholders

- Assist with grant and funding applications as required
- Coordinate event approvals, risk management (including security and emergency medical services), insurance and other compliance requirements
- Coordinate event logistics, including site infrastructure, transport, accommodation, access, event setup and pack-down
- Develop and coordinate event marketing and promotion
- Manage delivery of the event
- Undertake post-event debriefing and obtain stakeholder and community feedback
- Provide a post-event report to Council, including advice on the potential for the event to become an annual event

3. RFQ Response

Respondents are requested to provide:

- Relevant experience in event planning and delivery, preferably including regional or outdoor events
- Proposed approach to the scope of work
- Proposed personnel and availability
- Separate pricing for Stage 1 and Stage 2
- Itemised travel and other additional costs
- Relevant references or examples of comparable work
- Any assumptions, exclusions or recommendations

The Shire may engage the successful respondent for Stage 1 only, with any Stage 2 engagement subject to Council approval and confirmation of the event proceeding.