

SUNfest

2014

Project Brief & Expression of Interest

**SUMMER HOLIDAY PROGRAM FOR THE REGION'S YOUTH
6-17 January 2014**





BE PART OF THE SUNfest 2014 ACTION!

Background Information

SUNfest was initiated in 1998 as a result of the Gladstone City Council's Youth Needs Study, which recognised the lack of low cost activities and opportunities for youth in the region.

From its early beginnings of 40 workshops attended by 400 participants, the festival has now grown to a high profile event providing over 100 activities for more than 1000 young people.

With the support of local businesses and industry, SUNfest is now a much anticipated annual festival that offers more than just school holiday entertainment.

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Timing

Gladstone Regional Council's SUNfest Youth Holiday Program is held each January for two weeks during the summer school break and is scheduled to be held in 2014 between Monday 6 to Friday 17 January, 2014.

Expressions of Interest are now open; please see details below for deadlines:

- | | |
|---------------------------------|------------------|
| • Expressions of Interest open | 25 July 2013 |
| • Expressions of Interest close | 2 September 2013 |
| • Confirmation of events/tutors | 2 October 2013 |
| • Program finalised | 14 October 2013 |
| • Brochure to be distributed | 6 November 2013 |
| • Bookings to commence | 4 December 2013 |

Organising Group:

The small organising group consists of co-ordinators from Gladstone Festivals & Events (GFE) and Gladstone Regional Council, with expertise in marketing, promotion, funding and facilitation of youth and community cultural events in the region.

Gladstone Festivals & Events and Gladstone Regional Council volunteers also assist during the staging of SUNfest.

The Gladstone Regional Council is collecting the personal information to process your participation in the SUNfest program. The information will be only accessed by authorised employees within the Council and authorised agents Gladstone Festivals & Events. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Key Contact:

Kathy Andrew – Event Manager (GFE) 07- 4972 5111

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Expression of Interest Form

Name Organisation/Individual: _____

Contact person: _____

Postal address: _____

State: _____ Postcode: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

Website: _____

Compulsory Requirements:

1. **Public Liability Insurance.** *Public Liability Insurance is the responsibility of the Activity Provider. (Please attach a copy of your Certificate of Currency)*

2. **Blue Card** *(Please attach a colour photocopy)*

3. **Promotional Image** *for use on the SUNfest website and programme. (Image must be in a Jpeg format and have a minimum resolution of 500kb)*

Note: Please ensure the above are current and valid at the time of SUNfest 2014.

Activity title: _____

Which category best fits the proposed activity?

Environmental Education

Arts and Culture

Sport/Recreation

Performing Arts

Health

Social Events

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Expression of Interest Form cont.

Brief description of the activity: _____

How many tutors will lead the activity? _____

What is the maximum number of participants? _____

How long will the activity take to complete? _____

What is the skill level required? _____

What do participants need to supply or wear? (E.g. sunscreen, water bottle, hat, etc) _____

What type of venue is required? _____

What materials are required? _____

Will any dangerous or hazardous materials be used? *Yes No

*(*a risk assessment form is attached to this EOI)*

Please provide/attach a brief summary of your professional background

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Expenditure

(What will it cost SUNfest?)

For assistance with budgeting, please refer to budgeting tips on next page

Activity Expenditure Items (Inc. gst)	Total Amount (Inc. gst)
Tutors fees @ \$ _____ per workshop	
Travel allowance – air/rail/car/fuel	
Accommodation @ \$ _____ per night	
Meals @ \$ _____ per day	
Materials – as listed previously	
Other costs – please list	
Total Expenditure	

For Payment, please include your address, bank account details, or who the cheque should be made payable to. Your invoice needs to be made out to Gladstone Festivals & Events.

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Budgeting Tips

Professional Fees – Professional fees are at the discretion of the tutor. Please quote your fee for each workshop.

Travel – Quotes must be supplied in the budget on this form. SUNfest will not be responsible for your travel to and from i.e. airports/ train stations. It is also not the responsibility of SUNfest for parking fees incurred by tutor's vehicles. Fuel allowance will only be paid to tutors who live more than 50kms from the workshop venue.

Accommodation – Accommodation will be sourced for tutors who live more than 350km away from Gladstone. Accommodation will only be sourced for tutors and staff directly involved in the workshops.

Tutors are responsible for negotiating and funding additional accommodation costs for their guests, family or companions.

Car Hire – All arrangements for the hire of vehicles will be at the discretion of the event coordinator. Any damage incurred to such vehicles is the tutor's responsibility.

Meal Allowance – Meal Allowance, paid at the standard industry rate, is only available for those tutors and staff directly involved in the workshops and who are being accommodated by SUNfest.

Materials – All materials and supplies are to be sourced and funded by the tutor. PLEASE ENSURE YOU TAKE THIS INTO ACCOUNT WHEN QUOTING FOR THE WORKSHOP.

Equipment transportation/freight – All equipment/materials requiring transportation to Gladstone or to individual workshops is the tutor's responsibility. Please ensure you take this into account when quoting for the workshop.

How to Apply

Complete this form and attach a CV or resume (maximum of two A4 sized pages) of relevant experience, including reference contacts. Please also supply supporting images or relevant documentation. When supplying photographs, please ensure that all permission for use has been verified. As some images will also be used on the internet and in the print media, please attach the photographic release form.

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Post

SUNfest 2014

Attn: Kathy Andrew,

Gladstone Festivals & Events, PO Box 169, Gladstone, Qld 4680.

Please do not post or deliver these forms to anybody else. They MUST be received by Kathy Andrew, and an acknowledgement of receipt will be emailed. Failure to adhere to this request may result in your application not being accepted.

For Questions and Assistance with this Form: please contact:

Kathy Andrew – Phone (07) 4972 5111

Email: kathy@gladstonefestival.com

Angie Bettridge – Phone (07) 49725111

Email: angie@gladstonefestival.com

Dianna Paddick – Phone (07) 4976 6766

Email: diannap@gladstonerc.qld.gov.au

Vernetta Perrett – Phone (07) 4976 6300

Email: VernettaP@gladstonerc.qld.gov.au

Selection Criteria

SUNfest is a unique program of activities for youth, provided at a minimal cost to enhance accessibility for the region's 12-17 year olds. With this in mind, costs and outlays are kept to a minimum where possible. It is expected that the majority of workshops and activities offered will cost less than \$15 per participant. Additional funding and/or sponsorship can be sought for workshops that offer exceptional benefits to the program and the community.

SUNfest's main focus group is young people aged 12-17 years. Due to demand, we have expanded to also include a limited number of opportunities for younger children aged 10-11 years.

Although it is not expected that all activities held during SUNfest have a tangible outcome, it is anticipated that participants will take something home with them at the end, whether that be an object, new skill or interest.

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Proposed activities for SUNfest must address the mission of SUNfest and fall into one of the following categories: Arts & Culture, Performing Arts, Health, Sport/Recreation, Social Events and Environmental Education. It is anticipated that the majority of activities will be completed in half day or full day sessions, though the program allows for half or full day sessions over consecutive days. Preference will be given to regional and intra/interstate tutors who are able to provide a variety of workshops throughout the festival. Preference will also be given to those tutors who demonstrate new and innovative ideas to pass on to the local youth.

General Information

Organisation of travel and accommodation (if required) is the tutor's responsibility unless specifically offered by the Event Coordinator. Tutors must also source and provide all equipment and materials for the activity. The budget must be inclusive of these costs and GST if applicable.

Tutors employed for SUNfest are required to sign a code of conduct contract and complete a risk assessment of their activity. All applications will be assessed by the committee. Public Liability Insurance is the responsibility of the Activity Provider.

SUNfest will reimburse tutors for expenses at the completion of the festival. A single tax invoice, inclusive of all expenses must be supplied before payment will be processed. Receipts will be requested for verification.

All invoices need to be addressed to:

**Gladstone Festivals & Events,
PO Box 169, Gladstone Qld 4680**

Or faxed to: (07) 49724238

**Or emailed to:
kathy@gladstonefestival.com**

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