



## **TENDER DOCUMENT**

### **BALLYLIFFIN FILM FESTIVAL, A THREE DAY EVENT IN LATE SEPTEMBER TO INCLUDE MULTIPLE GENRE FILMS WITH MASTER-CLASSES, WORKSHOPS AND INDUSTRY PANEL DISCUSSIONS.**

**Ref: 003/001  
19/07/2019**

Ballyliffin Rural Enterprises wish to see event management submissions for a Film Festival to run in Ballyliffin in 2019.

These are the requirements of any tender considerations:

Subject to funding, a third annual Film Festival is proposed for Ballyliffin, and is scheduled to take place in last weekend of September 2019

Film Festival must be bigger and more inclusive than the 2018 event.  
Children's programming > Must be more substantial than year 2\*.

\*Please see last year's programme to determine level of content.

Complete technical event management of weekend, post event analysis and audience feedback gathering and transcribing of data.

- Venue Assistance and Box Office Support
- Client Liaison officer and Children's Assistant for Screenings
  - Ticket Handling and Administration
- Technical Assistance with Audio Visual Requirements.

**NOTE: All Event planning, Marketing and Promotion is already confirmed with third-party agency.**

**Contd.**

Ballyliffin Rural Enterprises Ltd., 17 Glashedy View, Ballyliffin, Co. Donegal

Tel: 086 6022128 • [www.visitballyliffin.com](http://www.visitballyliffin.com) • CHY No. 18225



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The successful Event Management Company will have the expertise and experience to run the complete Film Festival on behalf of Ballyliffin Rural Enterprises. It will agree to furnish reports throughout each stage of its execution, and follow up research and audience data will be conducted on its completion.

The following are essential for consideration by any successful tender:

The event must be bigger and more inclusive than our event in 2018. It must be seen to be more inclusive and contain more content that appeals to the disadvantaged and marginalised groups in our community. It must again help shine a light on environmental issues and help forward issues in areas of social inclusion. Children's programming must be substantially larger than previous years.

We would like to increase the range and diversity of films available to audiences in Donegal. (Please see [visitballyliffin.com](http://visitballyliffin.com) for previous year's content) The following is the criteria on which submissions will be judged.

- Production planning of all events during the festival (including standard screenings)
- Provision of full audio-visual equipment in multiple venues.
- Safety planning and statement, and site management during the event.
- Liaising with festival director, venue manager and relevant staff regarding events;
- Children's and Under 18's specific content must be integral to weekend.
- Venue dressing and decoration in conjunction with venue owners.
- Post event management, with audience feedback surveys conducted during event..
- Cost – All quotes will be considered using best price, and/or previous experience of submitter, and strength of submission.

**All submissions must be received by 12/08/19**

**Please send submissions to  
Ballyliffin Rural Enterprises, 17 Glashedy View, Ballyliffin F93 F5K2**

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