



FESTIVAL OF THRIFT

Production Management Services Tender Opportunity

Background

Festival of Thrift is the National Celebration of Sustainable Living, proudly based in the Tees Valley.

Celebrating sustainability since 2012, we build a creative community through sharing skills and ideas for our sustainable future.

Our annual festival is a flagship event in the Tees Valley, attracting national audiences and awards, Festival of Thrift has a free, year-round programme, culminating in our September festival weekend with activities for all the family.

Founded by John Orchard, Gerardine Hemingway MBE and Wayne Hemingway MBE, Festival of Thrift joined the Arts Council England National Portfolio of Organisations in 2023.

The festival is delivered by a Community Interest Company led by co-Creative Directors Dominic Somers & Tanya Steinhauser & Executive Director Emma Whitenstall.

Festival of Thrift CIC aims are to:

- Promote the concept of sustainable living and be a voice for sustainable issues, globally and locally.
- Build a unique and distinctive, fun, and sustainable national event, drawing positive media attention to Stockton Tees & the Tees Valley.
- Share the skills of artists and craftspeople, professional and amateur, to inspire people of all ages to learn old ways and find new ways to be creative in their everyday lives.
- Ensure wider economic benefit through encouraging visitor spend on travel, accommodation, restaurants & related businesses.
- Contribute to community cohesion through wide engagement in our programme, volunteering, and participation.
- Celebrate the heritage and contribute to the future prosperity of Stockton on Tees and the wider Tees Valley and its business and industry.

Purpose of Role and Contract Details

Festival of Thrift is seeking a Production Manager or Production Management company with a wide range of experience and expertise to oversee the practical delivery and safety management of Festival of Thrift annual festival in September.

As the festival of sustainable living, we are seeking a forward thinking, innovative individual or organisation who is committed to the research and implementation of



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sustainable production techniques and procurement, to reduce the carbon impact of our delivery. The successful bidder will have a commitment to transparency, collaboration and delivering value for money.

This is a 2-year contract aligned to our NPO contract and contract of delivery of the festival in Billingham with Stockton Borough Council, subject to review after year 1.

The supplier will work with the co-Directors and wider team to manage the technical, production, operational and safety of the main Festival in Billingham, Stockton on Tees on the weekends of:

- 21/22 September 2024
- 20/21 September 2025

The festival has historically welcomed between 30-50,000 un-ticketed visitors over the two-day weekend. The estimate of visitor numbers for 2023, the first festival to be delivered in Billingham, was 15,000 over the course of one day.

The festival takes place on a Saturday and Sunday and is spread across Billingham Town Centre and John Whitehead Park. There is a busy dual carriageway between the two sites. The town centre is owned by a private management company, the park is owned by Stockton Borough Council.

The site is spread over a variety of settings including hardstanding, grassed and indoor. The majority of activity takes place outdoors and uses a mix of structures including gazebos, marquees and stretch tents.

The programme includes a mix of activity including art installations, staged music & spoken word performance, talks, walkabout & static outdoor shows, trader stalls & hot food concessions, and workshops.

Description of Services required

1. Production Management including (but not limited to):

- Scoping and implementation of technical and production requirements for event infrastructure, including performance, stalls, workshops, signage, site dressing, audience management and other festival activity.
- Advise both festival team and artists (where appropriate) on suitable and cost-effective technical and production solutions.
- Research and recommend sustainable production solutions to the festival team.
- Scoping and implementation of technical and production requirements from Artist technical riders.
- Providing technical advice and support to artists to ensure successful delivery of the presentations of their work at the festival.
- Site visits with Artists and Programming team.



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- Development and management of a production budget ensuring transparency and value for money.
- Overseeing procurement of production services and hires, ensuring tender processes are undertaken where appropriate.
- Development and ownership of the Production Schedule
- Site design – ensuring that all programme requirements can be accommodated onsite in the most appropriate locations both aesthetically and practically and that the site plan is made available to all personnel involved in the delivery of the festival
- Onsite production management.
- Supply, coordination, and management of suitably experienced and, where appropriate, qualified technical personnel and crew.
- Supply, coordination, and management of suitably experienced and qualified stewards, including traffic management & car parking operation

2. Event Operations Management and Planning including (but not limited to):

- The preparation and distribution of an Event Management Plan to include (but not be limited to):
 - A safety policy statement
 - Overall Festival Risk Assessment and Method Statement
 - Collation of external suppliers, contractors, artists Risk Assessments and Method Statements
 - Crowd Management plans
 - Medical plans
 - Site plans
 - Accessibility plans
 - Communications plans
 - Incident Management Plans
 - COVID Secure plans
 - Welfare Arrangements
 - Access and egress calculations and arrangements
 - Safeguarding and lost children and vulnerable adults' policy
 - Waste management plans
 - Production and Public Schedules
 - Traffic Management plans
 - Transport management plans – parking onsite, park and ride and public transport
 - Onsite event and safety management
 - Liaison with creative teams and artists
- Implementation of the above plan, including (but not limited to):
 - Management of contractors' delivery against the above plans including procurement, management and briefing of security and stewarding, first aid



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and safeguarding services.

- Attendance of SAG meetings and necessary communication with relevant Police, Fire, Council, Traffic Management and Licensing departments.
- Attendance at Stockton Council Delivery Group meetings

3. Safety Management including (but not limited to):

- Ensuring compliance with all relevant legislation, including (but not limited to):
 - The Health & Safety at Work Act
 - The Management of Health & Safety at Work Regulations
 - The Licencing Act
 - The Regulatory Reform (Fire) Order
 - CDM 2015
 - LOLER
 - PUWER
 - RIDDOR
 - COSHH
 - The Control of Noise at Work regulations
 - The Road Traffic Regulations Act
- Onsite safety management in line with the event management plan.
- Collating of risk assessments, insurance and associated documents from production and safety contractors, suppliers, and artists
- Liaising with all relevant partners regarding risk assessment and developing contingency plans for all aspects of the festival in order to ensure the safety and security of members of the public.
- COVID-19 regulations management and contingency plans

4. Production Budget Management

- Development and management of the Production Budget as agreed with Executive Director.
- Producing detailed Production Budget and cash flow forecasts.
- Managing procurement of additional goods and services as agreed with Executive Director and on an arms-length and transparent basis.
- Demonstrate best value in all procurement and expenditure.
- Ensure all procurement in line with sustainability policies.
- Monthly budgeting meetings with Executive Director.

5. General

- Contribute to development of festival policies where appropriate, ensuring sustainability is at the core of all procedures
- Contribute to and support the production requirements for the use of green riders.
- Keep team abreast of current legislation and guidelines in health and safety and advise Executive Director.



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- Contribute to any reporting requirements including the provision of sustainability data for Julies Bicycle creative green tools
- Join team meetings where appropriate and onsite volunteer briefings
- And any similar duties as could be reasonably expected in line with this contract

6. Sustainability

Festival of Thrift has committed, as part of their membership of Vision 2025, a growing network of over 500 outdoor events and businesses taking climate action, to their Green Events Code of Practice. The Code of Practice represents a science-based approach, aligned with existing frameworks and initiatives – global, national, and sector specific.

Overall Aim: Commit to a minimum of 50% reduction of GHG emissions by 2030 (scope 1 & 2, with additional targets for scope 3).

The specific targets that the successful production team, supported by the Directors and Stockton Council, will have responsibility for are:

- Use the Power Hierarchy to plan temporary energy supply
- 50% Reduction in fossil fuel consumption at live events (onsite) by 2025
- Manage waste according to the Waste Hierarchy - avoiding waste, prioritising reuse, increasing recycling.
- Adhere the water conservation/saving plan
- Accurate reporting on energy usage, water usage, waste & recycling
- Accurate reporting on crew and production travel data

EXPERIENCE REQUIRED

- Proven track record of successfully delivering large scale outdoor festivals and events
- Demonstrable experience of delivering multifaceted events across a range of sites
- Demonstrable experience of working with artists on new commissions
- Experience of producing Event Safety Management Plans, producing appropriate risk assessments, and working with Safety Advisory Groups
- Appropriate Health and Safety expertise
- Demonstrable commitment to mounting sustainable events

HOW TO RESPOND

1. Please provide a statement, outlining the following details (max. 2 sides of A4):
 - Your experience of delivering large scale outdoor festivals and events.
 - Your experience of delivering multifaceted events across a range of sites (hardstanding, grassed, indoors) with multiple artists, stallholders, contractors, etc.
 - Your experience of working with artists on new commissions and offering practical support to realise their work.
 - Your experience of production and event managing projects for a large un-ticketed



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audience.

- You and/or your company's capacity to deliver within the timeframe – please outline any additional staff or sub-contracted resources you may be planning to use.
 - Evidence of your experience & commitment to mounting environmentally sustainable events
 - 2 x references
2. Please provide a quotation for the delivery of Production Management and Event Management services against the brief above. Your quotation should be broken down into:
- Estimated preparation days and meetings with rates
 - Estimated onsite days – with rates
 - Any necessary expenses

PROCUREMENT TIMELINE

The key dates for this procurement are currently anticipated to be as follows:

| Stage | Date (w/c) |
|---|-----------------|
| Issue of Invitation to Tender | 16/01/24 |
| Deadline for receipt of clarifications | 12/02/24 |
| Deadline for submission of Tenders | 19/02/24 |
| Evaluation of Tenders | 26/02/24 |
| Interviews | 11/03/24 |
| Expected date of Contract Award | 25/03/24 |
| Contract commencement and Inception meeting | 01/04/24 |
| Contract end date | 31/03/25 |

Please read this document thoroughly, if you have any questions, please get in touch with Emma Whitenstall, Executive Director. Submit your quotation and any supporting documents to Emma Whitenstall at emma@festivalofthrift.co.uk by **noon 19th February 2024**.