

Request for Quotation – Curating and Producing Services, Vivid Sydney Supper Club 2025

Request:

Destination NSW is seeking proposals from theatre, entertainment and event producers to curate and deliver the **Vivid Sydney Supper Club** to be held during Vivid Sydney 2025.

Please Note: This is not a position of employment but a contract for the supply of services. Companies who can propose a person for this contract, or sole traders are equally encouraged to apply.

Background on Destination NSW:

Destination NSW is the lead agency, champion and voice for the visitor economy within the NSW Government. Vivid Sydney, the Southern Hemisphere's leading multi-artform festival, transforms Sydney into a vibrant hub of creativity, innovation and community connection. Proudly owned by Destination NSW, Vivid Sydney showcases NSW's cultural vibrancy and positions it as a global leader in artistic innovation. For more information visit: www.vividsydney.com.

2025 Creative Direction

Vivid Sydney's creative direction for 2025 is Vivid Sydney, ***Dream*** Please refer to the Vivid Sydney 2025 Creative Overview document for further information - <https://www.vividsydney.com/creative-direction>

Timeline:

Please submit your proposal/s for consideration for Vivid Sydney 2025 by **10am (AEDT) on Monday 28 October 2024**.

Selection Criteria

Criteria	Weighting (%)
Value for money for the concept or program scope	30%
Proposal showcases a diverse range of high profile and emerging artists across music, cabaret, comedy and performance that speaks to the Vivid Sydney theme for 2025 – <i>Vivid Sydney, Dream</i> - and has the potential to attract visitation from outside of Sydney	30%
Options to engage with/showcase all Vivid Sydney pillars – Music, Ideas, Light and Food	25%
Ability to engage a wide audience demographic and attract publicity based on concept and proposed talent line up	10%
Compliance with Request for Quotation	5%
TOTAL	100%

What Destination NSW requires:

Please provide:
Request for Proposal – Vivid Music 2025

- Proposal which addresses the items in Annexure A and specifications of services required
- Itemised quotation
- Key considerations and general items.
- Resume outlining experience with similar programming and delivery

Attention should also be directed towards the selection criteria.

Clarification of requests for proposals:

If you require clarification on the above request, please contact only via email:
Julian Ramundi, Producer, Vivid Music
Julian.ramundi@dnsw.com.au

Please note that any clarification will be given to the other organisations that have been offered the opportunity to submit a proposal.

How to respond to a Request for Quotation (RFQ):

Please review the relevant RFQ documentation, Clarification Addendums, Frequently Asked Questions and Terms & Conditions prior to preparing your response.

Respondents should address the specific requirements of the services and, the selection criteria detailed within the RFQ documentation. Answers and supporting documentation will need to be uploaded via the Vivid Sydney Website using the [Apply Now](#) button.

NB: This form cannot be saved or changed after submission, please ensure that you check the accuracy of your information prior to submitting.

ANNEXURE A

Background:

Vivid Sydney is the largest festival of light, music, ideas and food in the Southern Hemisphere and the largest event in Australia, and is owned, managed and produced by destination NSW. Vivid Sydney has been integral in positioning Sydney as the creative capital of the Asia Pacific and instrumental in driving visitation to Sydney and stimulating the city's visitor economy/ For more information visit www.vividsydney.com

Vivid Music presents an extensive series of live performances and musical collaborations, including free concerts and ticketed events across the city. The program features local and international artists alongside immersive and interactive experiences, family and children's events.

Specifications of proposal required:

Destination NSW is seeking proposals from relevant professionals to curate and deliver the **Vivid Sydney Supper Club**, to be held in a CBD venue (to be confirmed) during the 2025 festival.

The Vivid Sydney Supper Club is a late-night entertainment destination featuring live music, cabaret, and variety performances. The 2025 festival will feature a maximum of eight (8) Supper Club events, on two nights per week (either Thurs / Fri or Fri / Sat) during the festival dates (Fri 24 May – Sat 15 June), with the potential for additional special events, if required.

Chosen venue will be of intimate style, featuring cabaret seating for 120 –180 guests. Each event will run from approximately 9pm – 1am, however final dates and event timings are to be determined.

The Producer is required to deliver the below services:

- Programming and curation of talent and performances, in consultation with and pre-approval of the Vivid Music team and Festival Director.
- Recommendation of potential additional program curators for special events or single-night programs (pending overall creative direction and budget).
- Performance schedules, including replacement of talent who are unable to perform due to illness or other reasons.
- Contracting and negotiation of all talent appearing at the Vivid Sydney Supper Club including all relevant superannuation payments (if applicable).
- Obtaining final approval on any letters of offer, terms sheet and contracts before providing to talent
- Payment of talent fees; reconciliation and management of talent budget.
- Assistance in organising promotional appearances / interviews by talent during program launch, pre-festival and festival period.
- Social media marketing support, including managing / facilitating posts on artists social media
- Liaison with venue production and Vivid Sydney production teams to facilitate artist technical requirements, including sound checks.
- Manage set-up of venue before each event
- Creation and delivery of artist worksheets including load-in, sound check and performance information.
- Provision of unannounced and / or surprise appearances of profile talent throughout the program, pending budget.
- Organise artist catering riders, in consultation with Vivid Sydney team, within an approved budget.
- Assistance with any rights clearances such as One Music
- Compliance with any Live Performance Australia rules
- Inclusion of Vivid Sydney program talent in the Supper Club line up where possible
- Provision of a stage manager for each event, and management of rosters for this role. Stage Manager to be approved by Vivid Sydney.
- Obtain approvals on all marketing, media and promotional materials before distribution. The Supper Club falls under the Vivid Sydney brand and accordingly will be branded that way as per Vivid Sydney brand guidelines and directions from Destination NSW's Consumer Marketing team.

The below will be provided by Vivid Sydney and is not to be included in this application:

- Marketing and PR for the events
 - The successful respondent will be required to assist with Vivid Sydney PR and advertising campaign, in ensuring artist availability and scheduling of PR activities
- Ticketing and Box Office management
- Artist catering costs
- Styling and furniture hire
 - Respondent may provide options for these elements to respond to the festival theme, including additional costs, however this is not an essential element of this Request for Quotation

- Audio, lighting and video equipment and technical operating crew
- Backline costs
- Venue hire
- The event venue will include a stage, PA with microphone kit and basic lighting.

All ticketing revenue will be collected and retained by Vivid Sydney.

Notes:

- Proposals should feature a mix of established, high profile, diverse and emerging artists in various genres. Entertainment must be continuous throughout each evening, and may include provision of a house band, DJs or other teams of musicians.
- We are also looking for surprise or unannounced appearances from high-profile talent and talent featured in the wider Vivid Sydney program, pending budget and where possible.
- Headline artists must have exclusivity to Vivid Sydney for live performances during the festival dates, unless there is a significant point of difference compared to other appearances.
- Talent line ups must be confirmed and contracted by **Friday 7 February 2025**, ready to announce as part of the Vivid Sydney Program Launch in **March 2025** (exact date TBC).

Please submit the below documentation for consideration:

- Event concept including proposed artist line-ups, schedule and any additional creative elements.
- Response to the selection criteria.
- Budget including talent fees, curator / producer fee and Stage Manager costs, outlining a per event cost for up to eight (8) events.
- Details on the event production and delivery

General items:

- The service provider must provide appropriate product liability and public liability insurance. Min \$20 million.
- Goods/Services provided must be of the highest quality
- The service provider must provide an Australian Business Number or Australian Company Number.

Key Considerations:

- The successful service provider will need to enter a contract with Destination NSW which includes, but is not limited to the following terms:
 - Ownership of all intellectual property (including copyright) in any project material will vest in and/or be assigned to Destination NSW on a royalty free, for use worldwide, free of charge in perpetuity basis. The service provider agrees to execute all documents and do all things required for the purposes of giving effect to this. The project material once assigned will be used by Destination NSW, tourism trade stakeholders, media, and the NSW Government.
 - Indemnifying Destination NSW for all work carried out
 - Compliance with Modern Slavery legislation in Australia
 - Abiding by a supplier's code of conduct as issued by the NSW Government
 - Acknowledgement of the Public Interest Disclosures Act 2022 (NSW) if necessary

Destination NSW will provide the following:

- Promotion of the event as a major drawcard as part of the Vivid Sydney 2025 festival program
- Assistance with venue negotiations.
- Curatorial approval on all programming