

# Request for Tender (RFT): 2026 Business Awards - Event Management

Issue Date: 27 May 2026

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## Event Management

### Executive Summary

The Mount Gambier Chamber of Commerce invites tenders for the provision of integrated event services for the 2026 Mount Gambier and Districts Business Awards. This is a black-tie event for 400–600 guests on Friday 6 November 2026.

**Project Overview:** The Mount Gambier Chamber of Commerce is seeking an experienced Event Manager to lead the planning and execution of the 2026 Business Awards. This premier event celebrates the excellence of the Mount Gambier business community. We require a lead who can manage the event logistics together with a sub-committee of volunteers.

### Scope of Work

The successful candidate will be responsible for the following five key pillars:

1. Financial Stewardship & Sponsorship
  - Operate within budget and undertake real-time tracking.
  - Sponsorship Management: Deliver tiered benefit packages, proactive outreach to local partners, and ensuring all sponsor deliverables (logos, VIP seating, mentions) are met.
2. Awards Integrity & Judging
  - Managing the nomination portal and ensuring a seamless user experience for entrants.
  - Coordinating a panel of independent judges, facilitating the scoring process, and maintaining strict confidentiality.
  - Oversight of trophy design and procurement.
3. Venue & Logistical Operations
  - Acting as the primary liaison with the venue and catering teams.
  - Managing seating charts (balancing sponsor requirements with finalist placement).

- Leading the on-site team for bump-in, registration flow, and bump-out.
4. Marketing & Community Engagement
- Executing a multi-channel marketing campaign to drive high-quality nominations.
  - Managing PR and local media relations to ensure the awards remain "top of mind" for the Mount Gambier community.
  - Directing the design and distribution of all event collateral (print and digital).
5. Show Production & Direction
- Creating a minute-by-minute Run of Show.
  - Drafting scripts for the MC and presenters.
  - Managing the AV production team to ensure sound, lighting, and visual transitions are flawless during the ceremony.
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## SUBMISSION REQUIREMENTS & EVALUATION

### Tenderers must include:

- **Price and hours:** Hourly rate and timeline of events consistent with the scope of work.
- **Capacity:** Demonstrated ability to execute a high-quality event.

### Key Dates & Contact

- **Tender Closing Date:** Friday 12 June 2026
- **Submissions:** Email to [events@mountgambierchamber.com.au](mailto:events@mountgambierchamber.com.au) with the subject: *Tender Submission: 2026 Business Awards Event Management.*