

**Pride in Brighton & Hove
Event Production Contract 2010-2013/14**

Shortlisted Company Interview

- Briefly outline Tender evaluation process to date.
 - Briefly review Pride's position now, and how it hopes to implement contract.
1. What is your experience/understanding of working with voluntary or charitable organisations?

 2. Do you have any specific experience of working with LGBT audiences for event production?

 3. How can any final contract build in flexibility to allow changes to be made from year-to-year (e.g. layout, number and range of tents)?

 4. What's the best way of ensuring maximum value for money for infrastructure the contractor procures on behalf of Pride?

 5. What are the main influences that could increase the costs incurred under the contract, including infrastructure procured on our behalf? What action should Pride and the contractor take to minimise these?

 6. Can you tell us about your approach to marketing and letting the concessions opportunities?

 7. Can you explain in more detail your pricing structure for letting concessions/exhibitor stalls?

 8. How confident are you that you can achieve the income levels from concessions/exhibitors suggested in your tender?

9. Do you have any new ideas for income generation that can be achieved through the contract terms?

10. What are the main risks in not achieving these targets? What action can be taken, by both Pride and the contractor, to mitigate these risks?

11. Can you tell us about your plans for any sub-contracting in order to deliver full specification?

12. Have you had experience of managing events with a wide range of stakeholders and interested parties (e.g. local authorities, local businesses or community groups)? What are the challenges this can present?