

# **BLACK HISTORY MONTH 2012: CELEBRATION**

Tender for events: talk, and film screening

---

## **1. Introduction**

Black History Month has been an important part of Southwark's recent history, and there is a long standing commitment to continue offering the community a vibrant selection of events and activities, through programming, that provides insight in to the history and culture of the African, Caribbean and Diaspora communities.

The main programme for Black History Month runs between 1 to 31 October.

The theme for Black History Month 2012 is Celebration - celebrating our heritage through film, literature, music, performance, exhibitions and sport.

## **2. Requirements for tender**

### 2.1. Talk and film commission

We are welcoming tender proposals from organisations or partnerships to deliver two events under one topic of your choice that is responsive to this year's theme. For example, the commissioned organisation may look at music as a topic, and how it is used in black culture/heritage to celebrate life events. The commissioning organisation will then source a film, and develop an engaging and interactive talk. The events will be separate in their own right, and individually titled, but together will give a more rounded view of the chosen topic.

The tender proposal, therefore, must describe how these events will be developed and delivered, under the chosen topic, including budgets, timelines, and resources.

### 2.2. Proposal requirements

For all of the events you will be required to deliver the events at the dates and times specified below, and you will be responsible for the overall management and delivery of the events.

- Deliver the film on Saturday 13 October, afternoon/evening
- Deliver the talk on Tuesday 16 October, evening
- Prepare a structure/schedule for the film and talk
- Facilitate the film Q&A session, and talk
- Select appropriate panel members for the film Q&A session and talk
- Source and pay for screening rights and hire of a film, on digital, DVD or 35mm format
- Propose venues that are accessible to wheelchair users and local transport services (please see notes in relation to the film screening venue).
- Source and pay for additional resources as required
- Provide a full budget breakdown of costs

#### Additional information

- Company name, full address including post code, telephone number, email
- Contacts full name, telephone number and email
- Company registration number

### 3. Notes

The venue for the film screening has been sourced, and will be paid for by the council, and will not be deducted from the commissioning fee.

Tender proposals will be accepted from single organisations or organisations that wish to form a partnership.

Where the specific times haven't been given for events, please propose times. For afternoon events select times between 12pm and 6pm and for evening events select times between 6pm and 9pm/10pm.

### 4. Fee

The commissioned organisation will be awarded £2,000 exclusive of VAT

### 5. Submitting your proposal

Proposal submission must be no longer than 2 side of A4.

The closing date for applications is **Friday 6 July 2012, 5pm**. Applications received after this time will not be assessed.

We will only accept applications from organisations that are constituted, limited, a registered charity, or under any other legal structure for an organisation. Applications may be submitted by email or by post to:

Black History Month  
Environment and Leisure  
Third Floor, Hub 2  
Southwark Council  
PO BOX 64529  
London SE1P 5LX  
[blackhistorymonth@southwark.gov.uk](mailto:blackhistorymonth@southwark.gov.uk)

For clarification and to ask additional questions, please contact the Black History Month team on 020 7525 3415 or email [blackhistorymonth@southwark.gov.uk](mailto:blackhistorymonth@southwark.gov.uk).