



**TENDER OPPORTUNITY FOR THE PROVISION OF
DIGITAL EVENT MANAGEMENT FOR THE
4 CORNERS FESTIVAL 2027**



Return To: admin@4cornersfestival.com

Return Deadline: 2pm on Wednesday 23rd September 2026

Website: 4cornersfestival.com

Charity Number: NIC107877

Company Number: NI636050

Tender Pack:

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Section 1- Information for Applicants

Now approaching its 15th year, the 4 Corners Festival is seeking exceptional support to manage the planning and delivery of digital events as part of the 2027 Festival.

We are looking for the right person or team to work with us to coordinate the 2027 Festival with particular responsibility for the management, delivery and analysis of digital content and the online renditions of the Festival's events. This will include working alongside the 4 Corners Festival staff and committee and the appointed suppliers of Media & Marketing Support to ensure brand consistency.

The 4 Corners Festival seeks to inspire people from across Belfast to transform it for the peace and well-being of all. It features innovative events designed to entice people out of their own 'corners' of the city and into new places where they will encounter new perspectives, new ideas and hopefully meet new friends.

The Festival takes place annually in February. It comprises a range of events featuring discussion, music, prayer, drama, poetry and story-telling in venues across the city of Belfast. Learn more on our website: www.4cornersfestival.com

The Directors invite applications from experienced Service Providers who wish to tender for the provision of the services described in Section 2 and Appendix 1. We anticipate that the contract may be delivered by a number of people, with a lead manager to co-ordinate and deliver the overall service with 4 Corners team focussing on **digital management support through the award of a contract of services for the period of October 2026 to February 2027**. The level of support will vary over the period but will require dedicated support during the festival week in January/February. We anticipate that the successful contractor will commence work with a familiarisation meeting in October 2026 followed by attendance at a planning committee meeting on the afternoon of Friday 23 October.

The 4 Corners Festival is a Christian-based charity. It is vital that contractors should feel comfortable working in a faith-based environment and be sensitive to the objectives and purposes of the charity. In your relationships with your colleagues, venues, artists, agencies, contractors and the public your manner and decorum should reflect the values of the Festival and its Board.

As a guide in preparing your tender, this contract is offered with the estimate that it will:

- *Include a familiarisation meeting with the Planning Committee Chair and Festival Administrator in mid October 2026;*
- *Require dedicated support of no less than 35 hours per week in the 3 week period 18 January 2027 - 7 February 2027;*
- *Include weekend and evening working during the period of the Festival;*
- *Complete as soon as possible after delivery of the full services and close down activity as described in Appendix 1, including all reporting, data gathering and evaluation;*
- *Be delivered within a total programme budget of £15k*

The contract may also be extended ad hoc, subject to agreement between the parties, to include management or operational support for other events and activities. For example, a 4 Corners event being held at another time of year. These will be negotiated separately as they arise and based on the fee structure provided in your tender.

The appointed provider may also be offered a renewal of the contract for digital event management services for up to three years, subject to funding and awarded on an annual basis.

The 4C Directors would welcome applications that demonstrate representativeness and inclusion in line with the ethos of 4C and where possible to provide opportunity to support skills development through attachment or intern opportunities in their proposals.

Applications should be returned by email to admin@4cornersfestival.com with 'Tender for 4 Corners Festival Digital Event Management 2027' in the subject line, to arrive no later than 2pm on Wednesday 23rd September 2026.

Late submissions will not be considered. Submissions should not exceed 5 MB.

Applicants should note that it is their sole responsibility to ensure their proposal is complete and accurate. Where the full information requested has not been provided, and no valid explanation has been given as to its omission, the application will be rejected.

Technical or procurement queries may be made to admin@4cornersfestival.com via email only and sent no later than 3 working days before the tender return deadline.

The Directors of 4 Corners Festival may, in exceptional circumstances and at their own absolute discretion, extend the closing date and time for the submission of proposals. Any such extension would apply to all applicants and would be communicated as such via email.

4 Corners Festival shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their proposals.

Evaluation Criteria

Applicants may be required to attend for interview, following evaluation of their proposals, and will be notified of the requirement to attend for interview within 5 working days of the closing date for submission of tender. It is planned that interviews will be held during the period from 7-14 October.

- 4 Corners Festival is not committed nor required to accept the lowest or indeed any proposal.
- 4 Corners Festival shall not be responsible for any additional payments over and above the agreed price for the successful appointee.
- Tenderers must be explicit and comprehensive in their responses as this will be the single source of information on which proposals will be evaluated. Tenderers are advised neither to make any assumptions about any past or current supplier relationships with 4 Corners Festival, nor to assume that such relationships will be taken into account in the evaluation process. Tenderers must not make assumptions that 4 Corners Festival will have any prior knowledge of them, their organisation, or their service provision.
- Tenderers must confirm in their proposals that there will be no Conflict of Interest, or perceived Conflict of Interest, in relation to their servicing this contract.
- All information provided by 4 Corners Festival, either within this exercise, or during any resultant contract, shall be treated as confidential and should not be disclosed to any third party without the Directors' prior permission. Similarly, all information provided by the applicant will remain strictly confidential.

- The Trustees/ Directors of 4 Corners Festival are committed to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to 4 Corners Festival may need to be disclosed and/or published. If you consider that any of the information included in your application would give rise to an actionable breach of confidence and/or would prejudice your commercial interests, and/or constitute trade secrets (“commercially sensitive”) please identify it and explain (in broad terms) what harm might result from the disclosure and/or publication. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose and/or publish it, whether or not your application is accepted.
- Whilst information of a sensitive nature will not normally be disclosed and/or published, in certain circumstances 4 Corners Festival may be required to disclose and/or publish such sensitive information where the public interest in its disclosure and/or publication outweighs the public interest in keeping such information confidential.

The criteria for the award of the contract shall be the provision of the best value based on the following:

- Proposed fee - refer to Section 3.1
- Ability to deliver the complete range of services as set out in Appendix 1
- Relevant skills, experience, qualifications, knowledge, etc as set out in Section 2

Section 2- Specification

The Directors of the 4 Corners Festival are looking to appoint a contractor to work with the existing team and the appointed providers of Media & Marketing support to develop and manage digital output including digital and hybrid events and online presence. Reach, relevance and accessibility for all is core to our ambition for 2027.

The 4 Corners Festival aims to promote good community relations within Belfast to address the legacy of the Troubles and build a shared community. The Festival is committed to fostering transformation of the community in Belfast towards reconciliation, tolerance and mutual trust. Objectives include

- increasing interaction between people of different backgrounds, bridging socio-economic, geographical, ethnic, cultural and denominational divides
- challenging damaging or unconstructive attitudes by facilitating exploration of good relations themes and the legacy of our past within a safe and respectful environment
- increasing a sense of community ownership of and engagement with shared spaces.

It is planned that the 2027 Festival will run for 8-11 days at the start of February. Whilst at the planning stage, it is expected to comprise around 20 one-off live events, some of which will also be recorded for online broadcast, in addition to exhibitions and exclusive online content. Events may involve local and international contributors and feature music, video, interviews, drama, discussion, prayer and workshop activities.

Safety and sustainability are important in all aspects of the festival. You will be expected to meet our requirements at all times. We are seeking best practice for

managing both production and events in terms of hygiene and health and safety to ensure protection of participants and attendees at all 4 Corners Festival events in 2027.

The Festival planning committee oversees programme development and delivery and meets on a monthly basis to discuss progress.

The contract period: October 2026- February 2027 (4 months)

There will be a variable amount of time commitment across the phases:

- Preparation phase (Oct/Nov/Dec)
- Immediate run-up period (Jan)
- Festival week (Jan/Feb)
- Wrap-up and close-down phase (Feb).

During the Festival the support requirement will reflect the calendar of events and as such, it should be expected that during the Festival the successful provider will be required to support occasional long days and/or evening work.

The Budget: £15k

Whilst we would be interested in your proposals on how best to deliver against the key deliverables (see Appendix 1) the Directors anticipate that there will be a requirement of approximately **400 hours** based on:

- October 5 hours;
- November 70 hours;
- December 55 hours;
- January 110 hours;
- February / close down 160 hours

In particular the successful bidder will be required to meet the dedicated online and event presence required in the 3 week period 18 January 2027 - 7 February 2027 of the Festival of no less than 35 hours per week.

The Objectives for this tender process are:

- Secure high quality digital event management services
- Ensure supplier is in place to meet the timeframe
- Appoint a supplier that will provide high standards of professional service
- Appoint a supplier that will provide excellent value for money
- Work with a supplier that will add value to this year's festival

Summary of Services Required

The 2027 4 Corners Festival is the 15th festival with around 20 events (in addition to exhibitions) being held in a variety of venues and locations across the city and importantly a significant online presence through a range of channels. (to be proposed by suppliers). The Contractor will assist the planning committee in agreeing the approach and delivery formats for all aspects of the festival in line with funding and will manage digital delivery of events. The level of support needed for each event will vary depending upon the contractual agreement with the artist/company/venue, etc.

Service Providers' Skills, Experience, Qualifications, Knowledge, etc

Applicants must provide evidence that they meet the following requirements, giving examples of having:

- Demonstrable experience with lead responsibility for managing and coordinating arts events, for example, as an operations manager, production manager or stage manager.
- Experience of delivering similar work and targets, to those set out in this document, on time and to budget, ideally within a professional multi-disciplinary arts festival setting
- Knowledge and experience implementing Health & Safety legislation and risk management
- Professional working knowledge of the arts sector
- Experience of leading/managing a small team
- A positive, proactive, self-motivated and flexible approach, with the ability to prioritise workloads and meet deadlines whilst working on own initiative with little supervision
- Ability to work under pressure and maintain good humour and diplomacy whilst dealing with a range of stakeholders
- A flexible approach to working hours and duties to meet the needs of the project including a willingness and availability to work evenings and at weekends when necessary

Applicants must demonstrate the following:

- Excellent communication skills and expertise
- Excellent team working and collaborative skills
- Excellent oral and written skills
- Excellent computer literacy skills and requisite digital experience
- Able to work both independently and as part of a wider team
- Fully available to deliver the complete range of services and attend all events which may be daytime, evening or at weekends.

Section 3- Submission

The application should be clear, set out as itemised below, and include evidence of:

3.1 Cost

In addition to providing a fully inclusive total cost for the Service Provision, the tender will also supply:

- ***Financial Breakdown:***

A financial breakdown for the services, including all fees, expenses, materials, other tangibles and any other expenses related to delivery of the full contract. The cost against the deliverables, outlined in Appendix 1, must be clear for each person providing the service, and the basis of this costing (for e.g. number of full-time days/hours, and the period of time)

Hourly rates – and a calculation of how this applies to the total service delivery and any variation of rate across team members

VAT Status: Advise whether or not you are VAT registered. (If registered, include your VAT number).

The fee quoted should be on a 'best-bid' basis and is to remain fixed.

3.2 Ability to deliver the complete range of services

As set out in Section 2 above, and in Appendix 1.

Provide a statement (max 1000 words) demonstrating how you/your team are best placed to deliver this service and the experience held where you/your team have been responsible for the areas set out within Section 2 and Appendix 1.

3.3 Relevant Skills, Experience, Qualifications, Knowledge

Give examples of professional work you have delivered of a similar scale, particularly any experience within a multi-disciplinary arts festival, major productions including live in person and virtual events.

3.4 Summary of Services.

Detail your/the relevant experience of the team to be deployed on this contract (max 1000 words). Include details of all individuals charged with the responsibility of delivering both the entire contract and/or specific service elements within it. Up to 5 CVs may be provided to provide specific information on key personnel (CVs are not counted within word limit).

3.5 Conflict of Interest

A statement declaring there is no Conflict of Interest/ or identifying any perceived Conflict of Interest and giving information on how it will be managed.

3.6 GDPR Legislation

Provide a brief statement confirming you have in place technical and organisational measures that are sufficient to ensure that data processing will (a) meet the requirements of GDPR legislation and (b) ensure the protection of the rights of the data subject.

3.7 Conditions of Contract

Conditions of Contract will be shared at shortlisting.

Appendix 1- Contract of Service key deliverables (October 2026-February 2027)

This is not intended to be a listing of individual actions or responsibilities, but a detailed overview of each area of delivery within the remit period.

1. Event Management Plans:

Work with the organising committee and Media & Marketing Support providers to provide guidance and creative input concerning viable opportunities for online content and online renditions of the various planned events; attending meetings (including monthly planning committee meetings) and providing reports where necessary; planning the production schedule and managing live and digital event delivery.

- *Liaise with the Festival's event leads and venues to prepare and plan for live online delivery of Festival events.*
- *Advise, co-ordinate and secure any necessary licenses, clearances, waivers etc from agencies, artists, contributors and venues relating to the online delivery of creative materials under copyright, and related performing rights.*
- *Identify, commission, liaise, and manage any independent agencies or contractors required to facilitate the online delivery of Festival events*
- *Work with the Media & Marketing Support providers to deliver consistent branding and messaging including promotion of the Friends of the Festival scheme and income sustainability and acknowledgement of funders and facilitate the use of materials outside of festival dates for longer term festival promotion*
- *Work with the Festival team, contractors and contributors to produce digital content for live events including powerpoint presentations/AV.*
- *Build in to all planning measurable and useful metrics and analytics in order to, later, analyse and assess the success of online and live events.*

Immediately prior to and during the Festival:

- *Co-ordinate, oversee and manage (on-site) any and all personnel and equipment*
- *Ensure and enable small-scale events to self-run the online delivery (audio, vision, and internet delivery) of an event.*

2. Venue contracting, liaison and management

As appropriate to deliver online and onsite which must at all times ensure Health and Safety and pre-event checks are completed

3. Budget & Financial management

Work closely with the festival team to agree any sub-contracts, online delivery costs and licences as appropriate. To deliver within the agreed budget at award of contract. The 4 Corners Festival encourages a sustainable practice in the delivery of the festival in caring about our people and our planet.

4. Working with others

- a. 4 Corners Festival Directors, staff and festival co-ordinating team*
- b. The appointed providers of Media & Marketing support*
- c. Suppliers*
- d. Venue hosts*
- e. Participants and online contributors*
- f. External media*
- g. Volunteers*

5. Reporting, cataloguing and archiving

Gather, catalogue, archive and publish (where directed) recordings of the Festival's live events.

6. Programme monitoring and evaluation

Gather, analyse, interpret and summarise key analytics relating to the Festival's programme.

Provide contributions into wrap-up meetings; reflecting on the Festival, and providing online delivery of the Festival's events; wrap-up any outstanding matters with venues, artists and contractors; ensure bills are received on good time, logged and passed on for payment; terminate any temporary contracts or arrangements for internet service delivery or related contracts and costs.

7. Adherence to 4 Corners Festival policies and procedures

Access via shared drives on appointment.