



London Sport is looking to procure a supplier to deliver the Event Production and AV Requirements of the London Sport Awards 2025

1. Invitation to Quote or Bid:

1.1 The purpose of this document is to invite tender Quotes or Bids for the procurement of a supplier to deliver the Event Production and Audio-Visual (AV) Requirements of the London Sport Awards 2025.

1.2 The contracting authority and manager of the project is London Sport.

1.3 Quotes or Bids are invited from suitably qualified individuals, collectives or organisations.

1.4 This document constitutes an invitation to quote or bid for the work. Subsequent sections describe the background to the project, the work to be done and our expectations.

2. About London Sport:

2.1 [London Sport](#) work at a strategic 'B2B' level with a range of partners who represent the public, private and voluntary sector. Examples include local authorities, National Governing Bodies of Sport and community sport and physical activity providers.

2.2 London Sport ensures more equitable and inclusive access to sport and physical activity and sets out to work to tackle London's inactivity crisis, breaking the link between inactivity and inequality to help all Londoner's live longer, healthier and happier lives through being active.

3. Project Overview:

3.1 The London Sport Awards, supported by the City of London Corporation, returns for its ninth edition to recognise and celebrate the efforts of volunteers, physical activity projects and sports organisations who have improved the lives of Londoners, not just with their physical health, but their mental and social wellbeing too.

3.2 The London Sport Awards is our showpiece event for the capital's unsung heroes celebrating the inspiring stories of those improving the lives of Londoners through sport and physical activity.

3.3 The London Sport Awards recognises everyone from clubs and volunteers to those making an impact on the capital's workforce, children and young people.



3.4 The London Sport Awards are being held on 27th March 2025 at Guildhall London. The Awards evening will incorporate a drinks and canapés reception, and entertainment alongside the main awards ceremony.

3.5 The specific rooms used in the Guildhall are the East and West Crypt and the Livery Hall (floor plans are available upon request).

3.6 A site visit at least two months prior to the event delivery date is required as part of this agreement.

3.7 Full 3D floor plans inclusive of all branding positions is required at least one-month prior to event date.

4. **Our requirements:**

4.1 Printing, installation and de-rig of all stage set.

London Sport confirmed [Sid Lee](#) as the London Sport Awards Design Agency responsible for the event theme development and creative concept development. The Event Production company selected to work with London Sport will work with London Sport and Sid Lee to create a set design that meets the demands of the event.

The successful tender submission will be responsible for the printing of the stage set and any other branding at the event, along with all elements of set-up and de-rig on the day of the Awards. This includes the hiring of a lectern with a printed cover. The final stage size and branding sizes will be confirmed at a later stage once a site visit has taken place. *(Please note that the physical staging blocks are being provided by the venue and are not required as part of this tender)*

4.2 Event Lighting Requirements

As part of the Awards experience, London Sport wish to create a positive visual experience for all guests. This will be supported through the hiring of uplighters, which will be required in both the Crypts and Livery Hall. The final number of uplighters is TBC but an approximation would be 20.

Any additional lighting requirements will be added as a separate item to this tender process if required once the venue lighting has been assessed.

4.3 Additional Event Production, Branding and AV Items

In addition, we require the following:

- A red carpet with length of approximately 5m.
- A mixture of low-level and high-level seating for guests to use during networking.



- Lectern microphone and 1 x handheld microphone.
- One big screen behind the stage.
- Two additional screens to provide live feedback to project to the larger room of guests.
- Printing of a step and repeat board to use as a media backdrop for the filming and event photography.
- Printed media backdrop to use for filming video content and event photography.
- 2-3 free standing backdrops for use by London Sport in relation to showcasing case studies and relevant imagery.

We welcome other creative ideas to dress the space, and bringing to life and showcasing some of our work (i.e. through impactful imagery)

4.4 Event Suggestions

London Sport is keen to make the Awards evening a night to remember. We are therefore open to suggestions on how to make this evening additionally special for those in attendance. We welcome proposals as part of the tender submission on how to improve the guest experience. This can range from a photo booth/ 360-degree photo selfie stand to musician.

While the event is focused on celebrating the unsung heroes of our sector, we would also like to potentially use the event as an opportunity to fundraise. We would welcome any creative fundraising concepts that are easy to execute, won't require significant investment, and would be a relatively 'low-cost entry' for potential donors (i.e. not expensive auction items).

Please do provide your best options that meet the demands of the budget.

4.5 Event Production Management

Leading to the event, a comprehensive proposal that includes innovative ideas for enhancing attendee engagement.

Throughout the project, the successful tender to work with London Sports to provide a clear project timeline and milestones leading to the event.

An engineer(s) / Event Production staff member(s) will be required to oversee and manage the production elements of the Awards evening.

5. Expectations:

5.1 Full tender requirements: *(list is indicative)*



Event Materials

- Printing of set-design with installation and de-rig.
- Inclusive of lectern hire and printing and installation of lectern cover.
- Creating a set-design which utilises digital branding and minimises print wastage, to include the hire of one large screen behind the stage and two screens on either side of the room to support awards ceremony delivery.
- Printing and installation of all other branding.
- Hire of approximately 20 (final number to be confirmed upon site visit) uplighters
- Install and de-rig of red carpet (approx. length 5m)
- Printing, install and de-rig of media backdrop (approx. size 2m x 5m)
- All relevant staffing

6. **Skills and Experience:**

6.1 Show clear and relevant experience of large-scale events and event production to support in-person events.

6.2 Expertise in audio-visual technology and event production, including client testimonials.

6.3 Relevant health and safety certificates, alongside experience of operating in a Grade I listed building is advantageous.

6.4 Experience of operating in The Guildhall is desired but not essential.

7. **Management and Organisation:**

7.1 The work of the commissioned organisation will be overseen by representatives of London Sport.

7.2 The commissioned organisation will be required to regularly engage with, consult with and report back to representatives from London Sport.

8. **Format of Responses Required:**

8.1 An outline of the approach that will be taken.

8.2 A detailed methodology and plan.

8.3 Team structure, including details of the individual(s) who will lead, manage and deliver the project including details of their experience, training and knowledge of the areas.



8.4 Detailed breakdown of costs including VAT.

8.5 A realistic timetable for the project (to be agreed with the successful agency but the project will conclude on 27th March 2025).

8.6 Quotations should include background material to demonstrate the relevant previous experience or case studies of the range of work the consultants have been involved in in the past.

8.7 Quotations should also include contact details of two referees from previous work.

9. Contract Value

The estimated value for this contract is £12,000 – £18,000 per annum exclusive of VAT and all expenses.

For consideration:

As a charity we welcome pro bono support to help run our events.

We are open to bids that show pro bono support as a proportion of the overall costs and can offset this with agreed sponsorship benefits. This could be sponsorship of one of the 10 Award categories (value £5,000) or wider branding/sponsorship rights.

10. Estimated Timescales:

Task	Deadline
Proposal required from agency	15/12/24
Decision made by London Sport	20/12/24
Project initiation & any associated refinement of methodology plus contract signing	January 2025
Project delivery period	January 2025 – 27/03/25
Final content completed and returned to London Sport	27/03/245

Thank you for your time, if there are any queries please contact Lucy Bishop - Lucy.bishop@londonsport.org