

HAVERFORDWEST TOWN COUNCIL

INVITATION TO QUOTE

Haverfordwest Town Council invites quotations from interested individuals or organisations to undertake the following projects:

1. **Organisation, Marketing, and Promotion of Haverfordwest Carnival**
 - The Carnival is tentatively scheduled for the last weekend of July 2025, marking its return since it was last held in 2019.
2. **Organisation, Marketing, and Promotion of a Family Event**
 - The Council aims to host up to two additional family-oriented events within the town in 2025.
 - Applicants should identify and describe the family event(s) they are proposing, including key activities, target audience, and how it will benefit the community.

Project Requirements

All projects require demonstrated expertise in:

- **Event Planning and Logistics:** This includes location/route planning, obtaining necessary licences, organising entertainment, recruiting and managing volunteers, arranging event infrastructure (e.g., staging, signage, insurance), securing sponsorship, and other related tasks.
- **Promotion and Marketing:** A comprehensive media campaign is needed, covering local and national promotion, social media and digital marketing, printed materials (posters, flyers), and community outreach to ensure maximum visibility and engagement.

Applicants may submit quotations for any one of or all projects. Contracts may be awarded to a single applicant for all events or split among different applicants based on suitability.

For further details, please contact:

Vanessa Lewis Camacho, Town Clerk

Email: townclerk@haverfordwesttown.co.uk

Deadline for submission:

Completed quotations must be submitted by **5:00 p.m. on Monday, 17 March 2025**