



GLADSTONE ENTERTAINMENT  
CONVENTION CENTRE

## Request for Service

### Charity/Not for Profit Organisations to Host Melbourne Cup Sweeps Activity

Gladstone Entertainment Convention Centre (GECC) is seeking request for service from local Charities and Not for Profit Organisations to organise, promote and run the Sweeps Activity at GECC's 2019 Melbourne Cup 'A Day at the Races' Event. The event sees over 300 people in attendance and is a fantastic opportunity to actively engage with our generous local community members!

#### The chosen group will be responsible for;

- Organising and managing an interactive sweeps activity including providing all supplies
- All cash handling including supplying cash float and EFTPOS facilities
- Assisting with promotion of the event
- Organising other activities if desired and approved by GECC
- In return, the group will receive all money collected from running the sweeps.

Please forward a written response to [Jessi.Burnett@gladstone.qld.gov.au](mailto:Jessi.Burnett@gladstone.qld.gov.au) no later than 3:00pm - Friday 20<sup>th</sup> September 2019.

#### Your Response should Outline;

- Ways in which you will engage the audience in lead up and during the event
- Ways in which you will help to promote the event
- An idea of what the funds would be spent on
- Organising other activities if desired and approved by GECC

For more information contact Jessi Burnett on 07 4972 2822 or [Jessi.Burnett@gladstone.qld.gov.au](mailto:Jessi.Burnett@gladstone.qld.gov.au).