

OPEN CULTURE

Call for Proposals

Christmas Craft Workshops Liverpool

Deadline for proposals: 12 noon on Friday 15 September 2017

Open Culture CIC and Liverpool BID Company are seeking proposals from artists and arts / creative organisations to deliver craft workshops.

We're looking for exciting, hands-on workshops that will add a touch of festive magic to the Metquarter and St John's shopping centres throughout November and December 2017 and make Christmas in Liverpool truly memorable.

Brief – Metquarter

Metquarter has been situated in the centre of Liverpool since 2006 and plays host to fashionable high profile brands such as MAC, All Saints, Hugo Boss and Jo Malone.

Your 'make and take' workshop activity will need to attract adults looking to learn a new skill and create something special that can be given as a gift or used to decorate their home. Some examples might include: Christmas wreaths, decorations, lampshades, letterpress cards/prints, textile crafts, glass painting and so on.

Workshops should be appropriate for a capacity of 10-20 participants, who will be able to book in advance. Metquarter workshops will take place every Saturday, 12-4pm, between 18 November – 16 December 2017. We are looking for 5 different workshops and you may propose more than one kind of activity.

Electricity and tables and chairs will be provided, and you will have access to the workshop space prior to the activity. A water supply is available but not in the space itself.

Brief – St John's Shopping Centre

St John's Shopping Centre is Liverpool's largest covered shopping centre, situated right in the heart of the city since 1969 with more than 100 retailers.

Your activity needs to be a 'make and take' workshop, attracting families and children aged 5 – 13, where they can create a fun, festive craft item they can take away. For example: Christmas cards, decorations, toys, letters to Santa etc.

Workshops must be drop in, so the activity should not be too complicated as you may need to be able to accommodate as many children that wish to take part for the duration of the session.

St John's workshops will take place every Saturday and Sunday, 12-4pm, between 18 Nov – 17 Dec 2017 (total of 10 workshops).

Budget & Timeline

The maximum available budget per workshop is £500.

Your budget breakdown must cover:

- workshop design, setup and delivery
- all materials, equipment and preparation (upcycling / recycled items also welcome)
- appropriate levels of staffing for workshop delivery (particularly important for children's drop in workshop)

- transportation of materials and equipment to and from the workshop venue
- clean up and full removal of all materials and waste at the end of each workshop

Submit a proposal

Your proposal should be no more than 2 sides of A4 (per workshop, per location) and needs to include the following information:

- Details of your proposed workshop and the participant experience including images to represent what you will be making
- Whether your activity is for Met Quarter or St John's Shopping Centre
- Whether you are experienced with sensory activity for children with special educational needs and disabilities.
- Which workshop dates, from those detailed above, you are available for
- Details of your experience working with the public and delivering workshops
- Evidence of your experience and ability to deliver your workshop/s professionally and safely within the given timescale and budget
- A budget breakdown, up to a maximum of £500, per workshop that covers all elements listed above, including how many artists and/or staff will deliver it
- Confirmation of PLI Insurance and details of the level of cover
- Your contact information including address

Successful applicants will be asked to provide a Risk Assessment and relevant insurance documents prior to being contracted.

Email your proposal/s to christina@culture.org.uk by the deadline: Noon on Friday 15 September 2017.

About Open Culture

Open Culture is a social enterprise that wants you and everyone you know to take part in more arty stuff. Mainly because it's proven to make life better.

We connect artists with audiences across a variety of projects, platforms and events. We work to increase the profile of, and engagement with, arts and culture in the North West and inspire more people to get creative.

www.culture.org.uk 0151 478 4928 [@_openculture](https://www.instagram.com/openculture)

About Liverpool BID Company

Liverpool BID Company is an independent organisation that represents more than 1,500 businesses in Liverpool city centre via the City Central BID and Commercial District BID (Business Improvement District).

Its main focus is to support and improve the business trading environment by investing monies, raised from a levy and sponsorship into a programme of events, environmental and

safety projects, as well as the marketing of the city centre as a world class visitor destination and business location.

www.liverpoolbidcompany.com