

**Indicative Scope of Work**  
**for**  
**Event Management Agency**  
**for**  
**Closing Ceremony**

**Swarna Jayanti Celebrations Authority**

**3<sup>rd</sup> Floor, SCO 154-155, Deepak Towers, Chandigarh**

## **Indicative Scope of Work for the Event Management Agency**

The State of Haryana came into being in 1966 and the Government of Haryana has decided to celebrate the Swarna Jayanti year of the state starting from 1<sup>st</sup> November 2016 to 31<sup>st</sup> October 2017 on a grand scale with mega events being organised throughout the State in the area of sports, culture, tourism, industry etc. The celebrations were kicked off by organising a grand Opening Ceremony on 1st November 2016 at Tau Devi Lal Stadium, Sector- 38 Gurugram. The event was a cultural extravaganza where each and every program depicted the true, pure and colourful culture of Haryana and was graced by the Hon'ble Prime Minister Sh. Narendra Modi.

In a similar manner, the Government of Haryana plans to organise the closing ceremony for the Haryana Swarna Jayanti Celebrations with an interactive, modern and contemporary event that showcases Haryana's rich cultural heritage. The event will be held at Panchkula/ Chandigarh or any other prominent city of Haryana before 31st October 2017 for approximately 10,000 guests for an approximate duration of 2 hours. It will be one of the largest events of its kind to be held in the State of Haryana.

In order to execute the event, the Government of Haryana would like to appoint an agency to conceptualize, produce, direct and execute the closing ceremony. A brief scope of work for the agency is as follows:

- One or more concepts/ ideas shall be selected for the closing event and added weightage shall be given to the agencies making presentation of their concepts/ ideas and more to those whose ideas are adopted. However, the final selection shall be based on an objective criteria to be notified with the RFP/ DNIT to be issued after finalising the concept to be executed.
- The finally selected agency will have to work in tandem with the Government of Haryana for end to end delivery of the Closing Ceremony event
- The finally selected agency will need to creatively conceptualize the event and include various cultural and historical elements of Haryana as well as to showcase the contribution of Haryana to the progress of India.
- The finally selected agency will have to develop the overall concept, program schedule, and event flow for the event as per the themes which will be approved by the Government of Haryana.
- The finally selected agency will be responsible for creation, staging, planning, creative enhancements, co-ordination, organizing, producing, directing, managing and executing the event.
- The finally selected agency will have to also manage the event and provide complete end-to-end solutions from audience entries, gate management, parking, VIP entrance and flow, seating etc.
- All necessary arrangements with regards to the deployment of security, ushers, gate managers etc. will have to be accounted for by the agency.

The service provider will have to provide the following (but not limited to):

- Creative storyboards, scripts and designs for branding and promotion of the event
- Logistics and production plans / schedules including but not limited to audio-visual, sound, lighting, props/stage/backdrop, décor, rigging, pyrotechnics, communication, lasers, LED screens, power supply etc.
- Directing and managing the production and technical elements

- Arrangement and management of artiste for the performances. All necessary venue arrangements for seating, toilets, venue lighting etc.
- Management of vendors and delivery of the same
- Monitoring the day to day schedules
- Adhering to all policies with regards to risk management
- Liaison with the concerned authorities for effective venue management planning coordination and execution.