

Invitation to quote to produce material for a digital ceremony for the FCBG Children's Book Award 2020

Background

The Children's Book Award (CBA) is run by the charity the Federation of Children's Book Groups (FCBG). It has been running since 1980 so this year is our 40th anniversary. Children in local FCBG groups around the country vote for their favourite books and the winners are normally announced at a ceremony in central London in June. It is attended by around 150 people, including the shortlisted authors, previous winners and most importantly representatives of the children who have voted (just under half the total number there). They take centre stage, presenting all the prizes, aided and abetted by an MC, who is a children's author or illustrator.

This year because of the Covid-19 restrictions put in place we are taking the ceremony digital. We are looking to work with a supplier to create a digital ceremony, together with additional recorded materials.

For more information see <http://fcbg.org.uk/childrens-book-award/>

The parties

Companies are invited to quote to provide the materials for the ceremony and additional material, henceforth referred to as the Supplier

The FCBG will commission the work through the CBA National Coordinator Sarah Stuffs, supported by the other members of the National Executive Committee, henceforth referred to as the FCBG

Timing

The "as live" stream of the ceremony will take place at 2pm on Saturday 10th October for approximately 30-45 minutes (TBC between the FCBG and the Supplier). It will then be made available for on demand viewing.

The associated material will be made publicly available on Monday 5th October for on demand viewing.

The final votes will be counted on the weekend of 18th-20th September. The Supplier will be informed of the results on Monday 21st September and final editing of the ceremony cannot be completed until after that date.

Recorded content:

1. "As Live" ceremony (all times indicative at this stage)

- Recording of a representative of the FCBG introducing the ceremony (2-3 minutes)
- Recording of the MC performing (10-15 minutes) and introducing the various elements of the ceremony
- Recordings of children announcing the winners (total four segments, approx 1 minute each)
- In order to preserve the element of surprise when the winners are announced, a recording must be made for each book on the shortlist
- Interviews with category and overall winner (total four segments, each 1-2 minutes)

2. Associated material (all times indicative at this stage)

- 1-2 minute response to each book by children in the local book groups (total 12 segments, one for each book on the shortlist)
- 2-3 minute interviews or similar with each shortlisted author/illustrator (total 15 segments, as some books have separate author/illustrator)
- 1-2 minute presentations about the portfolios (scrapbooks containing pictures/words on each book) by children in local book groups (total 12 segments)

The FCBG will broker an introduction between the Supplier and the publishers (for the author/illustrator interviews) and between the Supplier and the local FCBG groups (for the children's segments). It will then be the responsibility of the Supplier to ensure provision of the necessary content.

Where feasible due to physical location of the group/author/illustrator in relation to the Supplier, the filming should be done in person. Alternatively, the Supplier must show in their quote how the filming will be arranged, indicating any differentials in costings.

The process:

The Supplier will:

- Design the look and feel of the ceremony and the associated material in consultation with the FCBG, to include all FCBG branding and logos
- Edit together the required individual elements to make two complete recordings (ceremony and associated materials) and upload to the agreed platform
- Ensure that the "as live" event streams at the agreed time
- The streaming platform will be agreed between both parties - registration/access must be free to the audience

FCBG will:

- Agree the format of all recorded elements in advance with The Supplier to ensure uniformity
- Provide the slides to signpost elements of the ceremony (e.g. book images/category names) in a format agreed with the Supplier
- Be responsible for ensuring any appearances by children in pre-recorded material adhere to safeguarding guidelines
- FCBG will retain final signoff on all elements of the ceremony and associated materials

The quotation

- The supplier must indicate in their submission how they will go about delivering the commission
- The submission must include an itemised breakdown of costs for each element of the commission
- Pre-quotation questions can be asked up to 14th August, to allow time for the FCBG to respond and share with all interested parties
- The Supplier must submit evidence of three previous successful projects of a similar nature in support of their application
- The deadline for the quotation to be received by the FCBG is noon on Friday 21st August
- The successful Supplier can expect to be notified by Wednesday 26th August

Any questions and completed quotations must be sent for the attention of Sarah Stuffs, CBA national coordinator, at childrensbookaward@fcbg.org.uk

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