

Harestanes Christmas Happening – Live Borders May 2019

Creative Script Brief

1. BACKGROUND

Harestanes in its current format came into being in 1994, with the application for a lease submitted to the 12th Marquis of Midlothian. Since 1994 the site has been operated as a Countryside Visitor Centre by Scottish Borders Council. Live Borders acquired the site in 2016.

Over the last two years we have been focusing efforts on modernising and developing the site to increase footfall and income generation opportunities. In 2017 & 2018 the audience numbers were around 1100 for the Christmas Santa experience and it is anticipated that we will grow this to 1400 in 2019. Furthermore we have recently opened a new Play park on the site and visitor numbers have grown considerably.

The Harestanes Happening will form part of our festive programme at Harestanes and will comprise a 40 minute interactive performance/engagement culminating in an opportunity for participants to meet Santa. There will then be an opportunity for further participation in a Christmas craft activity which could be loosely linked to the performance and led by front of house staff. We do not anticipate any changes to the core format but welcome submissions from creatives who can help build on the excellent customer feedback for this new family event.

The Happening is targeted at young children and families, nurseries/playgroups etc. It will be delivered throughout the day to audiences of approx. 12 persons at a time (children under 3yrs are in addition)

Over the last two years the format of the event has been:

Length of performance	40mins including interaction with Santa
	2/3 (with potential for a cast member to have a dual role)
Length of performance	40mins including interaction with Santa
Key Characters	Santa – traditional rather than the hohoho character Bilberry - Chief Elf, always trying to save the day Cloudberry – apprentice elf who always tries his best but disaster is never far away when Cloudberry is around.
Performances	5 performances a day
Performance days	Thursday - Sunday commencing Thursday 28 th November – Sunday 24 th December

Historical sets and dressing already exist and it is important that we have a script that can make best use of the material we already have. This year an additional character could be introduced to keep the story & interaction new areas for development

Existing Set

All the existing set is stored at Harestanes and arrangements can be made to view this by contacting llauder@liveborders.org.uk

Includes:

Santa's grotto, hanging icicles, Christmas trees and decorations, finger posts, conveyor belt for Santa's sorting office, Christmas wreaths, imitation floor snow coverings,

2. PURPOSE OF CONTRACT

The purpose of this contract is for the selected supplier **to develop a script for Harestanes Christmas Happening #3** which will:

- respond to the established format/formula for the event
- maintain the 3 key characters, but with the potential to introduce a 4th character
- incorporate elements of audience interaction and participation
- utilise the site – indoor rooms and outdoor courtyard area

3. BRIEF

We are looking for a writer to provide the following:

Script of 40mins in length that can be performed by 2 members of staff (can take on more than one role) [by mid-September]

Up to x2 re-writes or drafts following rehearsals in November – which the writer will be expected to attend

4. BUDGET

The maximum budget all for all aspects of the brief, including expenses is £2k (excluding VAT)

5. SKILLS AND EXPERTISE

We are looking for the following skills and expertise:

Experience in writing scripts from scratch or rehearsed readings

Experience in writing scripts for small cast members with modest budgets.

Experience in working out with theatrical/performance space e.g living history, visitor attractions or promenade type events

6. APPLICATION AND SELECTION PROCESS

A draft proposal (no longer than 8 pages of A4) should be sent to Lynne Lauder, Area Manager at llauder@liveborders.org.uk

The draft proposal should include:

- A summary of your experience to date and how this fits with the skills and expertise we require;
- Why you want to work with us and who else would be involved (if anyone collaborating/co-writing);
- Who will be working on the project, their day rate and the time they will allocate to the project;
- Evidence of previous and related commissioned work;
- Fee proposal as total sum and breakdown of costs by individual rates and other expenses provided separately;
- Details of two references that we can contact prior to shortlisting.

Evaluation of submissions will be undertaken on the following basis:

Quality

Based on previous experience – including delivery of high quality, relevant work and response to timescale. Derived from submission and references. 50%

Fee proposal

50%

Based on the total fee and breakdown of costs by number of days, individual team member rates (if applicable) and other expenses.

At the discretion of the Trust, following a desktop evaluation, a short list of scriptwriters will be invited to a conference call/meeting to outline and give a brief presentation on the approach and response to the brief.

Our schedule for appointment is as follows:

Brief issued	8 August 2019
Proposals deadline	16 August 2019
Interview/presentation	21 August 2019
Appointment of script writer	23 August 2019
First draft script due	13 September 2019

For further information, please contact Lynne Lauder at llauder@liveborders.org.uk