

2019 EVENTS CALENDAR

January

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

M	T	W	T	F	S	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

M	T	W	T	F	S	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

M	T	W	T	F	S	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

M	T	W	T	F	S	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

M	T	W	T	F	S	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Business Luncheon
- Business Breakfast
- Annual Golf Day
- Small Business Week
- Health & Wellbeing Expo
- Networking functions
- Business Excellence Awards
- Major Projects Famil



2019 EVENTS PARTNERSHIPS & TENDERS

BUSINESS LUNCHEON PARTNERSHIP

The Cairns Chamber of Commerce will host eight business luncheons in 2019. We are currently seeking a partnership with two preferred venues to host our 2019 luncheons. Your venue will have the opportunity to be recognised as a partner of the Cairns Chamber of Commerce.

BUSINESS LUNCHEON REQUIREMENTS:

- 2 x Car parks allocated for the events team to bump in and bump out of each event.
- Capacity to host up to 250 guests.
- Banquet style, round tables seating 8 people per table.
- Capacity to accommodate up to 250 guests comfortably in a separate networking area for a minimum of 30 minutes prior to being seated, located in close proximity to the luncheon room.
- The function area must be available from 10:00am to 3:00pm, with the function being open from 11:30am to 1:30pm.
- Welcome drink on arrival, consisting of standard beer, house wine, sparkling wine, soft drink and juice. Cash bar must also be available to guests. Full tray drink service to be provided throughout the luncheon on cash basis.
- Single choice plated main course menu (not alternate serve) with bread rolls, salad or vegetables to be included, whichever best suits the main course. The menu is to be approved by Cairns Chamber prior to each luncheon. Vegetarian and other dietary requirements to be catered for as prearranged by guests.
- Iced water station in networking area and on tables.
- Coffee and tea with chocolates or small dessert served to each table.
- Notification of final numbers two days prior to the event.
- Venue must also have the capacity to host a workshop after the luncheon (from 2:00pm to 4:00pm), classroom style for up to 50 guests.
- Onsite parking for guests attending the event.

BUSINESS LUNCHEON AUDIO VISUAL PARTNERSHIP

We are currently seeking a partnership with a preferred Audio Visual company to provide services for all of our 2019 luncheons. Your company will have the opportunity to be recognised as a partner of the Cairns Chamber of Commerce.

AUDIOVISUAL REQUIREMENTS:

- Dual screen projection
- Vision switching
- One laptop (Cairns Chamber will provide an additional laptop)
- Presenter comfort monitor
- 4 x speaker audio system
- 1 x lectern microphone
- 2 x radio microphones (either hand held or lapel)
- 2 x audio feeds from the two laptops
- All labour including a show operator

BUSINESS LUNCHEON PRIZE DONOR

We are currently seeking businesses or organisations to donate 8 prizes for our 2019 luncheons. Your business name and logo will be profiled at each event during presentations. You will also be recognised as a prize sponsor in all email marketing for the luncheons.

BUSINESS BREAKFAST TENDER

The Cairns Chamber of Commerce will host two business breakfasts in 2019. We are currently seeking a venue to host our breakfasts.

BUSINESS BREAKFAST REQUIREMENTS:

- 2 x Car parks allocated for the events team to bump in and bump out of each event.
- Capacity to host up to 150 guests.
- Banquet style, round tables, seating 8 people per table.
- The function area must be available from 7:00am to 10:00am, with the function being open from 8:00am to 9:30am.
- Buffet style breakfast or single choice plated breakfast meal (not alternate serve). The meal is to be approved by Cairns Chamber prior to each breakfast. Vegetarian and other dietary requirements to be catered for as prearranged by guests.
- Notification of final numbers two days prior to the event.
- Onsite parking for guests attending the event.

GOLF DAY TENDER

The Cairns Chamber of Commerce will host an Annual Golf Day on Friday 18 October 2019. We are currently seeking a golf club to host the event.

GOLF DAY REQUIREMENTS:

- Capacity to host 120 players including golf carts.
- The golf club must be available from 8:00am until 6:00pm.
- The golf club must provide a drink and canapes or bbq for the 120 players after the game.

NETWORKING EVENT TENDER

The Cairns Chamber of Commerce will host 10 networking events in 2019. We are currently seeking venues to host our 2019 networking events.

NETWORKING EVENT REQUIREMENTS:

- 2 x Car parks allocated for the events team to bump in and bump out.
- Welcome drink on arrival, consisting of standard beer, house wine, sparkling wine, soft drink and juice. Cash bar must also be available to guests.
- A selection of hot and cold canapés.
- The function area must be available from 4:30pm to 8:00pm on the day of the event, with the function being held from 5:30pm to 7:00pm.
- Capacity to host up to 75 people cocktail style.
- Supply and setup of AV equipment including a PA system, cordless microphone and a screen for presentations. The Cairns Chamber will provide a laptop at each function which must be setup and configured at the start of the event.
- Onsite parking for guests attending the event.

CHARITY TENDER

The Cairns Chamber of Commerce will host two charity events in 2019. We are currently seeking charities to be part our 2019 charity events.

CHARITY REQUIREMENTS:

- Outline your mission and how this opportunity would benefit your organisation.

2019 CHARITY EVENTS:

- Annual Golf Day, 18 October 2019.
- Christmas Charity Luncheon, 26 November 2019.

SMALL BUSINESS WEEK TENDER

The Cairns Chamber of Commerce will host Small Business Week from 20-24 of May 2019. We are currently seeking a partnership with a preferred venue to host **ALL** of the seminars (5) and workshops (5). Your venue will have the opportunity to be recognised as a partner of the Cairns Chamber of Commerce.

SMALL BUSINESS WEEK REQUIREMENTS:

- 2 x Car parks allocated for the events team to bump in and bump out.
- Capacity to host 100 guest theatre style for our daily seminars and provide light refreshment.
- Seminar rooms must be available from 8:00am - 10:30am with the actual seminar taking place from 8:30am - 10:00am.
- Capacity to host 50 guests classroom style for our daily workshops and provide light refreshment.
- Workshop rooms must be available from 2:30pm - 5:30pm with the actual workshop taking place from 3:00pm - 5:00pm.
- Onsite parking for guests attending the event.

CAIRNS BUSINESS EXCELLENCE AWARDS

The Cairns Chamber is looking for a venue to host the awards gala night on Saturday 15 June. Your venue will have the opportunity to be recognised as the BEX partner of the Cairns Chamber of Commerce.

BEX AWARDS GALA REQUIREMENTS:

- 2 x Car parks allocated for the events team to bump in and bump out.
- Capacity to host up to 400 guests, a stage and dance floor.
- Banquet style, round tables seating 10 people per table.
- Capacity to accommodate up to 400 guests comfortably in a separate networking area for a minimum of 60 minutes prior to being seated, located in close proximity to the ball room.
- The function area must be available from 4:00pm to 12:30am, with the function being open from 6:00pm to 12:00am.
- Three course meal to be provided. Vegetarian and other dietary requirements to be catered for as prearranged by guests.
- Notification of final numbers one week prior to the event.
- Onsite parking for guests attending the event.

PHOTOGRAPHY TENDER

We are currently seeking photographers for our 2019 events. Your business name and logo will be profiled at the event during presentations. You will also be recognised as the event photographer in all email marketing for the event.

If you would like to work closely with the Cairns Chamber of Commerce and are interested in submitting a proposal, please contact our events and marketing coordinator Judit Fernandez on events@cairnschamber.com.au before 31 October 2019.