**Holocaust Memorial Day 2023**

**media support contract:**

**Expression of interest questionnaire**

All organisations wishing to be considered to deliver Holocaust Memorial Day Trust’s media brief for Holocaust Memorial Day 2023, and media support throughout the year, should complete the below expression of interest questionnaire and return it to Rachel Century, Director of Public Engagement and Deputy Chief Executive by **9am on Monday 18 July 2022**. Please email your completed form to [Rachel.century@hmd.org.uk](mailto:Rachel.century@hmd.org.uk)

HMDT will shortlist agencies based on their completed expression of interest questionnaire, with interviews scheduled to take place on **Tuesday 26 and Wednesday 27 July 2022**. Agencies will be expected to present an overview of how they would fulfil HMDT’s media brief, lasting no more than 20 minutes, and then respond to questions about their proposal. No material or ideas need to be submitted or presented before the presentation date.

Please contact Rachel Century if you have any questions about the brief or the application process.

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| **1 Basic details of your organisation** | | |
| 1.1 | Name of the organisation in whose name the tender would be submitted: |  |
| 1.2 | Contact name for enquiries about this bid: |  |
| 1.3 | Contact job title/position: |  |
| 1.4 | Postal address: |  |
| 1.5 | Telephone number: |  |
| 1.6 | Email address: |  |
| 1.7 | Web address: |  |
| 1.8 | Company registration number: |  |
| 1.9 | Date of registration: |  |
| **2. Business Activities** | | |
| 2.1 | What are the main business activities of your organisation? |  |
| 2.2 | How many staff does your organisation have? |  |
| 2.3 | Are there any potential conflicts of interest that would affect working with HMDT of which we should be aware? |  |
| **3. Requirement-specific questions** | | |
| 3.1 | Why would you like this contract? (no more than 500 words) |  |
| 3.2 | Core agency strengths and how these would add value to the work of HMDT (no more than 500 words) |  |
| 3.3 | Details about your client base: |  |
| 3.4 | Details about your work in the charity sector: |  |
| 3.5 | Brief biographies of the proposed members of the account team: |  |
| 3.6 | Two case studies (of no more than 150 words each) explaining how you work, and the outcomes of your approach: |  |
| 3.7 | Please attach the terms and conditions of work for your agency. | |