

Scope of Works:	Christmas Light Trail
Event Date	Saturday 28 November 2026 to Saturday 10 January 2027
Location	Glen Innes Grey Street CBD Precinct.
Total Budget	Supplier to provide estimates and quotes as part of submission.
Applications Open	Monday 27 July 2026
Applications Close	Friday 14 August 2026

About the Opportunity

Glen Innes Severn Council is seeking proposals from suitably qualified and experienced lighting specialists to submit a proposal for the design, supply, installation, maintenance and removal of a vibrant Christmas lighting trail throughout the Glen Innes CBD and surrounding key public spaces as part of Christmas in the Highlands – Illuminations event funded through the NSW Government Open Streets Program 2025 – 2027.

The Christmas Light Trail will form a centrepiece of Christmas in the Highlands - Illuminations creating an immersive, festive experience that transforms the township into a colourful, welcoming and memorable destination throughout the Christmas season.

Council is seeking an innovative lighting display that encourages residents and visitors to explore the town, spend time within the CBD, support local businesses and share their experience through photography and social media. The light trail should create a sense of wonder for visitors of all ages while reinforcing Glen Innes as a premier regional Christmas destination.

The successful contractor will work collaboratively with Council to identify the most suitable installation locations and develop a cohesive lighting concept that compliments the Christmas in the Highlands - Illuminations event and promotes engagement of a festive Christmas experience.

The lighting installations should create a cohesive and inviting festive trail that encourages families, visitors and residents to explore key locations throughout the township. The displays should foster community connection, celebrate the spirit of Christmas and contribute to a vibrant sense of place, enhancing the official launch of *Christmas in the Highlands - Illuminations* and continuing to attract visitation, support local businesses and encourage repeat visits throughout the Christmas celebration and (part of the) school holiday period.

Scope of Services

The successful contractor will provide a complete service including design, supply, installation, maintenance, removal and project management of all lighting elements.

The scope of works includes, but not limited to:

Design

Develop a creative lighting trail concept that incorporates a coordinated Christmas theme across the township that transforms the Glen Innes CBD into a bright, vibrant Christmas destination.

The design should create a visually striking and immersive festive experience that aims to increase visitation and encourage longer dwell times within the CBD that promote both Glen Innes and Christmas in the Highlands - Illuminations event.

Supply

Supply all lighting and equipment, decorative elements, structural supports and associated hardware required to complete the installation.

Equipment should be:-

- Commercial grade;
- Energy efficient (LED Preferred);
- Weather resistant;
- Durable for extended outdoor use;
- Compliant with all relevant Australian Standards; and
- Suitable for public environments.

Installation

Install lighting displays at agreed locations which may include:-

- Grey Street CBD streetscape;
- Roundabouts and major entry statements;
- Council owned buildings;
- Significant public buildings;
- Parks and public spaces;
- Mature street trees;
- Public art;
- Pedestrian gathering spaces;
- Key intersections;
- Laneways; and
- Town entrances.

The contractor will work with Council to determine final installation locations pending submitted designs and can provide recommendations for lighting placement, feature installation and interactive experiences that maximise visual impact during both day and night.

Concept designs, visualisations and indicative layouts are to be submitted to Council approval prior to installation.

Interactive Lighting Elements

Council encourages innovative proposals that create memorable visit experiences through interactive or immersive lighting.

Examples may include:

- Illuminated walk-through light tunnels
- Colour themed pedestrian zones
- Programmable feature lighting
- Interactive light displays responding to movement
- Illuminated archways
- Oversized Christmas decorations
- Illuminated Christmas Trees
- Projection lighting
- Festive selfie stations
- Musical or synchronised lighting experiences

Maintenance

Provide ongoing inspection, maintenance and repair of all installations throughout the display period including

- Routine inspections,
- Replacement of failed lighting
- Cleaning where required
- Emergency call out response
- Ensuring all displays remain safe, operational and visually appealing.

Council expects the displays to remain in excellent presentation throughout the activation period.

Removal

At the completion of the agreed display period, dismantle all lighting installations and remove all associated infrastructure.

All public places are to be restored to their original condition unless otherwise agreed.

Evaluation Criteria

Submissions may be assessed against the following criteria: -

- Creative and quality of proposed lighting trail concept;
- Demonstrated experience delivering comparable Christmas lighting trail activations;
- Ability to create engaging, immersive and interactive visitor experiences;
- Visual impact and placemaking outcomes;
- Sustainability and energy efficiency;
- Value for money;
- Maintenance capability and project delivery methodology;
- Safety, compliance and Risk Management; and
- Capacity to deliver within the required timeframe.
- Contractor to ensure they have all relevant safety documents, Licences and current Insurance documentation.

Submission Process

Please submit your proposal to Glen Innes Severn Council via
eventsofficer@gisc.nsw.gov.au

A final report will also need to be provided to Council by Friday 11 December and include:

- A list of facilitators and estimated participant numbers
- A summary of community involvement and engagement
- Key success areas and suggested areas for improvements for future events.
- A financial summary and invoice for services.

For further enquiries, please contact Council's Events Officer, Kimberley Wilkins on (02) 6730 2324.

Applications close

COB Friday 14 August 2026