313 Organise and coordinate events

Summary
Organise events and coordinate resources and arrangements during events

You will apply the following skills:

- Negotiating
- Planning
- Organising
- Communicating
- Checking
- Interpersonal skills
- Problem solving
- Monitoring
- Managing time
- Managing resources
- Evaluating

Performance Indicators
You will:

Before the event

1. Agree the event brief and budget
2. Identify and cost suitable venues
3. Prepare and send out invitations to delegates
4. Identify and coordinate resources and the production of event materials
5. Coordinate delegate responses
6. Confirm venue and event requirements
7. Agree contracts if required
8. Provide delegates with joining instructions and event materials

At the event

9. Prepare the venue
10. Coordinate activities and resources during the event
11. Help delegates to feel welcome
12. Respond to delegates' needs throughout the event
13. Resolve problems

After the event

14. Clear and vacate the venue
15. Coordinate the event evaluation and identify action points for the future
16. If necessary, prepare and circulate papers
17. Reconcile accounts to budget

Knowledge
You will know:

1. Why it is important to plan and manage events effectively and efficiently
2. The role of an event organiser
3. The types of events and their main features
4. Why it is important to agree a brief and budget for the event
5. The types of information that delegates will need
6. How to identify suitable venues for different types of events
7. The types of resources that will be needed for different types of events
8. The special requirements that delegates may have and how to meet these
9. Health, safety and security requirements when organising events
10. The legal and organisational requirements for contracts
11. The types of activities and resources that may need to be coordinated during an event
12. The types of problems that may occur during events and how to solve them
13. What points to observe when clearing and vacating an event
14. Why it is important to evaluate an event and the methods you can use
15. The types of papers that may need to be circulated after an event
16. Budgetary responsibilities and procedures