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## Overview

This standard is about supporting the organisation and co-ordination of an event. It includes including identifying venues, producing event materials, supporting activities during the event and following up on activities after the event. It is for administrators who support the organisation of events.

**Performance  
criteria**

**Before the event**

*You must be able to:*

- P1 support the implementation of the plan for the event to meet agreed objectives
- P2 contribute to identifying and agreeing resources and support needed for the event
- P3 identify and cost suitable venues
- P4 liaise with the venue to confirm event requirements
- P5 follow all legal and contractual requirements
- P6 follow the relevant health, safety and security requirements for the event
- P7 support production of event materials
- P8 prepare and send out invitations to delegates
- P9 co-ordinate delegate responses
- P10 provide delegates with joining instructions and event materials

**At the event**

*You must be able to:*

- P11 prepare the venue as required
- P12 support activities and resources during the event, in line with agreed plans
- P13 help delegates to feel welcome
- P14 respond to delegates' needs throughout the event
- P15 follow the correct procedures when there are problems during the event

**After the event**

*You must be able to:*

- P16 clear and vacate the venue, in accordance with terms of the contract
- P17 conduct follow-up activities, as required

## Knowledge and understanding

*You need to know and understand:*

- K1 how to contribute to organising and co-ordinating event plans to meet the objectives of the brief
- K2 different types of events and their main features
- K3 the types of information that delegates will need
- K4 how to identify suitable venues for different types of events
- K5 the types of resources needed to prepare for different types of events
- K6 the special requirements that delegates may have and how to meet these
- K7 health, safety and security requirements when organising events
- K8 the types of activities and resources that may need to be co-ordinated during an event
- K9 the types of problems that may occur during events and how to deal with these
- K10 points to observe when clearing and vacating an event
- K11 the types of follow-up activities that may be required to carry out

## **Additional Information**

### **Skills**

1. checking
2. communicating
3. decision making
4. interpersonal skills
5. managing resources
6. managing time
7. planning
8. monitoring
9. negotiating
10. organising
11. problem- solving

**Links to other NOS** Events and Meetings; Communications

## CFABAA311 SQA Unit Code FD9N 04

### Support the organisation and co-ordination of events

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