
Overview

This unit is about providing support for the organisation of an event or exhibition. You will be required to support the planning procedure as well as the operation of the event or exhibition. After the event or exhibition, you will be required to assist with the evaluation.

You will be required to demonstrate the ability to be proactive in the workplace.

Performance criteria

- You must be able to:*
- P1 identify clearly the requirements of the exhibition or event and confirm them with all the relevant people before commencement
 - P2 work collaboratively with the appropriate person to plan an event or exhibition
 - P3 collate information for an event or exhibition diary
 - P4 work collaboratively with the appropriate person to market an event or exhibition
 - P5 record recommendations clearly in an appropriate format
 - P6 work collaboratively with others to support the physical preparation for an event
 - P7 work collaboratively with the appropriate person to open an event or exhibition
 - P8 work collaboratively with the appropriate person to ensure the smooth operation of an event or exhibition over a period of time
 - P9 work collaboratively with the appropriate person to close down an event or exhibition
 - P10 record accurately information on the event or exhibition
 - P11 work collaboratively with the appropriate person to evaluate an event or exhibition
 - P12 work collaboratively with the appropriate person to make recommendations on future events or exhibitions
 - P13 keep accurate records of information relating to the evaluation of the event or exhibition

Knowledge and understanding

You need to know and understand:

- K1 how to plan and prepare for an event or exhibition
- K2 how to control an event or exhibition diary
- K3 how to monitor the procedures and time scales for setting up an event or exhibition
- K4 how to market an event or exhibition
- K5 how to record information relating to planning, launch and operation of an event or exhibition
- K6 how to evaluate an event or exhibition

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Support the organisation of events and exhibitions

Developed by	Creative and Cultural Skills
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Originating organisation	Creative and Cultural Skills
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Relevant occupations	Business, Administration and Law; Arts, Media and Publishing; Crafts, creative arts and design; Media and communication; Quality and Customer Care Managers; Artistic and Literary Occupations; Secretarial and Related Occupations; Elementary Sales Occupations; Sales and Related Associate Professional
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Suite	Cultural Venue Operations
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Key words	events, exhibitions, conferences, visitors
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