

S222: Support the organisation and co-ordination of events

Overview: Support the organisation and co-ordination of an event including the identification of venues, production of event materials, supporting activities during the event and following up on activities after the event.

Links: Events and Meetings; Communications

Specific skills:

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

Performance Indicators

Knowledge & Understanding

Before the event

1. Support the implementation of the plan for the event to meet agreed objectives
2. Contribute to identifying and agreeing resources and support needed for the event
3. Identify and cost suitable venues
4. Liaise with the venue to confirm event requirements
5. Follow all legal and contractual requirements
6. Follow the relevant health, safety and security requirements for the event
7. Support production of event materials
8. Prepare and send out invitations to delegates
9. Co-ordinate delegate responses
10. Provide delegates with joining instructions and event materials

At the event

11. Prepare the venue as required
12. Support activities and resources during the event, in line with agreed plans
13. Help delegates to feel welcome
14. Respond to delegates' needs throughout the event
15. Follow the correct procedures when there are problems during the event

After the event

16. Clear and vacate the venue, in accordance with terms of the contract
17. Conduct follow-up activities, as required

- A. The role of an event organiser
- B. How to contribute to organising and co-ordinating event plans to meet the objectives of the brief
- C. Different types of events and their main features
- D. The types of risks associated with events and how to minimise these
- E. The types of information that delegates will need
- F. How to identify suitable venues for different types of events
- G. The types of resources needed to prepare for different types of events
- H. The special requirements that delegates may have and how to meet these
- I. Health, safety and security requirements when organising events
- J. The types of activities and resources that may need to be co-ordinated during an event
- K. The types of problems that may occur during events and how to deal with these
- L. Points to observe when clearing and vacating an event
- M. The types of follow-up activities that may be required to carry out