

Unit 313 Organise and coordinate events

Unit summary

Organise events and coordinate resources and arrangements during events.

Skills

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

Evidence Requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation whether full-time or part-time, paid or voluntary.
2. A Realistic Working Environment or Simulation is not allowed for this unit.
3. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.

4. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Yes
	Questions *	Yes

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

5. Your candidate needs to show that they:

Before the event. Evidence may include:

- Outline of the event
- Event briefs
- Budgets and cost analysis
- Venue searches
- Seating plans
- Invitation lists
- Booking forms
- Invitations to attend
- Acceptance lists
- Delegate lists
- Contracts with venue, catering, etc
- Promotional materials
- Event materials including agendas
- Joining instructions
- Location maps
- Resource plans
- Contracts

At the event. Evidence may include:

- Room layout plans
- Resource lists
- Action plans
- Event papers
- Feedback forms

After the event. Evidence may include:

- Evaluation reports
- Event notes

- Action plans
- Post event papers
- Circulation lists
- Reconciliation of accounts to budget

6. Contingencies

Performance Indicator 7	If no contract is required professional discussion or dedicated tasks may be used to confirm competence
Performance Indicator 13	If no problems arise during the assessment period professional discussion or dedicated tasks may be used to confirm competence
Performance Indicator 16	If it is not necessary to prepare and circulate papers during the assessment period professional discussion or dedicated tasks may be used to confirm competence

7. Evidence generated for this unit may contribute towards Unit 301:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 302

- Work to achieve your organisation's purpose and values
- Support sustainability
- Support diversity
- Maintain security and confidentiality
- Assess and manage risk