
Overview

This standard is about organizing and co-ordinating events. It includes agreeing a brief and budget for an event and deciding on the operational activities and technical requirements to deliver the event. It is for administrators who have responsibility for organising and co-ordinating events.

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Performance criteria

Before the event

You must be able to:

- P1 agree the event brief and budget
- P2 agree a plan for the event which will meet agreed objectives and address identified risks and contingencies
- P3 identify and agree the resources and support needed for the event
- P4 identify and cost suitable venues
- P5 make sure all relevant legal and contractual requirements are correctly addressed
- P6 make sure the event complies with relevant health, safety and security requirements
- P7 liaise with the venue to confirm event requirements
- P8 make sure invitations are sent out to delegates
- P9 manage resources and the production of event materials
- P10 manage delegate responses
- P11 prepare joining instructions and event materials to be sent to delegates
- P12 make arrangements for rehearsals, if required, to make sure that the event runs smoothly
- P13 make sure all those involved are briefed and trained to fulfil their roles
- P14 delegate functions to the event team as appropriate

At the event

You must be able to:

- P15 prepare the venue and make sure all necessary resources are in place
- P16 co-ordinate activities and resources during the event, in line with agreed plans
- P17 help delegates to feel welcome
- P18 respond to delegates' needs throughout the event
- P19 resolve problems in a timely manner
- P20 oversee the work of key staff during the event
- P21 monitor compliance with relevant health, safety and security requirements
- P22 liaise with venue management to make sure facility resources are in place

After the event

You must be able to:

- P23 clear and vacate the venue, in accordance with the terms of the contract
- P24 prepare and circulate papers or conduct other follow-up activities, if necessary
- P25 reconcile accounts to budget
- P26 seek and collect feedback from those involved in the event

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P27 analyse the feedback and share the analysis with relevant people

P28 agree key learning points and use these to improve the running of future events

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Knowledge and understanding

You need to know and understand:

- K1 the role of an event organiser
- K2 how to plan and manage events to meet the objectives of the brief
- K3 the different types of events and their main features
- K4 the purpose and value of agreeing a brief and budget for the event
- K5 the types of risks associated with events and how to minimise these
- K6 how to develop a contingency plan for an event
- K7 the types of information that delegates will need
- K8 how to identify suitable venues for different types of events
- K9 the types of resources needed for different types of events
- K10 the special requirements that delegates may have and how to meet these
- K11 health, safety and security requirements when organising events
- K12 the relevant legal and organisational requirements for contracts
- K13 the types of activities and resources that may need to be co-ordinated during an event
- K14 the types of problems that may occur during events and how to solve them
- K15 what points to observe when clearing and vacating an event
- K16 the purpose and value of evaluating an event and the methods you can use
- K17 the types of papers that may need to be circulated after an event
- K18 budgetary responsibilities and procedures

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Additional Information

Skills

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

Links to other NOS Events and Meetings; Communications

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Developed by Skills CFA

Version number 2

Date approved January 2013

Indicative review date December 2016

Validity Current

Status Original

Originating organisation Skills CFA

Original URN CFABAA312

Relevant occupations Business, Administration and Law; Administration; Administration and Secretarial Occupations

Suite Business and Administration (2013)

Key words Business; administration; event organisation