

SFS EVS 1

Support the planning of an event



Overview

This NOS sets out the skills, knowledge and understanding for you to gather the relevant information to develop an event profile.

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Performance criteria

You must be able to:

- P1 liaise with all relevant people to enable you to produce a retrievable plan that clearly identifies the sequence and duration of activities, and the allocation of resources
- P2 create a timeline and allocate sufficient time to each stage in the event process to enable objectives to be met and for resources to be used effectively
- P3 liaise closely with relevant people involved with the planning and scheduling of event activities
- P4 identify and take account of factors which are likely to cause delays and cancellations to event activities
- P5 make realistic contingency plans to deal with any delays and cancellations which may arise
- P6 obtain the necessary permissions and clearances
- P7 check that event plans and schedules are accurate and that they contain all the essential information
- P8 present plans and schedules clearly, and distribute them promptly to all relevant people
- P9 encourage relevant people to identify and express any concerns they have about the feasibility of plans and schedules
- P10 suggest realistic solutions, when difficulties in implementing the plan are identified
- P11 communicate changes to schedules promptly to all relevant people
- P12 contribute to the creation and maintenance of the event plan and refer to it at all times
- P13 identify and prioritise key performance measures and methods for monitoring and evaluating the strategy
- P14 identify resource requirements of the event

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Knowledge and understanding

You need to know and understand:

- K1 the required sequence and likely duration of activities in the different stages of the event process
- K2 the importance of the timeline
- K3 factors which affect the way activities are timetabled
- K4 the nature and relative importance of activities which occur in the different stages of the event process
- K5 how different event environments, types and scales of event are likely to affect the scheduling of activities
- K6 the plans in place to deal with the types of situations that can occur and require contingency planning between relevant organisations
- K7 factors that should be included in the retrievable event plan
- K8 the sorts of difficulties that might arise in implementing the plan, and how these may be resolved
- K9 who needs to be informed of changes to a event plan
- K10 the importance of the event plan
- K11 how and why to identify and prioritise the key performance measures and methods for monitoring and evaluating the strategy
- K12 how and why it is important to identify resource requirements of the event
- K13 identify the roles and responsibilities of relevant people and organisations
- K14 the appropriate format, accessibility and distribution of the event plan

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Glossary

In these National Occupational Standards;

event plan: event timetable, schedule

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