

ORGANISE A BUSINESS EVENT

Level: 3
Credits: 4
Learning Time: 40

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Analyse the requirements for an event	1.1 Identify the aims and objectives of the event 1.2 Identify all requirements for the event 1.3 Identify speakers/presenters 1.4 Identify delegates 1.5 Prepare an initial planning checklist
2 Be able to make comparisons between different venues for an event.	2.1 Compare suitable venues making recommendations and justifying reasons for choice
3 To book a suitable venue after comparing different venues.	3.1 Arrange and book a suitable venue 3.2 Arrange and book the required equipment and facilities for the event
3 Invite attendees and produce relevant documentation for the event	3.1 Send invitations to delegates, speakers or presenters as relevant 3.2 Produce accurate documents to support the event, e.g. map, agenda, support materials

4 Analyse the necessary preparations and produce a plan for the day of the event	4.1 Produce a suitable plan for the day 4.2 Confirm all booking arrangements with the venue
5 Be able to evaluate the success of the event	5.1 Produce a report evaluating the success of the event

Unit aim

The aim of this unit is to enable learners to effectively organise and administer a complex event and produce a report evaluating the success of the event.