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|  | **My School**Cambridge TEC (Certificate/Diploma) in Business **Unit 07 - Support the organisation of an event** | Student Name:­­­­ **Grade Awarded by:** **Date Awarded: \_\_\_\_\_\_\_\_\_\_**Grade: PASS/MERIT/DISTINCTION |

##### Unit 06 - Assignment Checklist - DD-MM-20YY

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| **TASKS & LEVEL** | **ACTIVITIES** | **Student****Staff** |
| **LO1 - Be able to Identify Resources needed to Support the Organisation of a Business Event** |
| **P1.1 – Task 01** | Identify the human resources that they need to source within their individual role, in order to aid the organisation of their event.  |  |
| **P1.2 – Task 02** | Identify the Physical resources that the events team will need to source within their individual role, in order to aid the organisation of their event.  |  |
| **P1.3 – Task 03** | Identify the Consumable resources that the events team will need to source within their individual role, in order to aid the organisation of their event.  |  |
| **P1.4 – Task 04** | Identify and discuss the possible constraints that will exist for your event planning and how these may affect the resourcing decisions.  |  |
| **LO2 - Be able to source event resources** |
| **P2.1 – Task 01** | Explain the different types of suppliers and then source from different mediums suppliers for your event in terms of Internal, External, Specialist equipment and Caterers. |  |
| **P2.2 – Task 02** | Explain and demonstrate the different types of event supplier sources, and explain the benefits and disadvantages of these types of sources for your event. |  |
| **P2.3 – Task 03** | Discuss with evidence of the suppliers chosen and those rejected, the different kinds of objectives and why knowledge of the suppliers can have an influence on the outcome of an event. |  |
| **P2.4 – Task 04** | Discuss the range of materials needed for your event with the suppliers and choices considered. |  |
| **M1.1 – Task 05** | Show evidence that you have considered at least 3 sources for 3 stages of your event and discuss the merits of each selection.. |  |
| **D1.1 – Task 06** | Discuss and review your experiences in cataloging, sourcing, contacting and potentially booking suppliers for your event. |  |
| **D1.1 – Task 07** | Create a best-practice process for others to use in future when booking/arranging resources. |  |
| **LO3 - Be able to make and confirm event arrangements with relevant parties** |
| **P3.1 – Task 01** | Identify the role of the internal and external parties within your event. |  |
| **P3.2 – Task 02** | Identify the role and importance of different forms of the verbal and written communication when dealing with suppliers,  |  |
| **P4.1 – Task 03** | Evidence that you have used verbal and written communications in booking and arranging this event. |  |
| **P3.3 – Task 04** | Identify the role and importance of being professional, clear, timely and realistic when dealing with suppliers in booking and arranging this event. |  |
| **P4.2 – Task 05** | Evidence that you have been professional, clear, timely and realistic in your communications in booking and arranging this event. |  |
| **P3.4 – Task 06** | Describe and outline the arrangements for the event, and evidence that you have used these things in booking, arranging and carrying out this event. |  |
| **P4.3 – Task 07** | Evidence that you have communicated the event arrangements in your communications in booking and arranging this event. |  |
| **D1.2 – Task 08** | Describe your experiences with organising and dealing with suppliers and delegates at your event and describe what could have been done better. |  |
| **LO4 - Be able to inform other team members of progress against the plan** |
| **P5.1 – Task 01** | Customise and evidence a [progress report](P5.1%20-%20Progress%20Report.docx) showing how and when you communicated with peers, managers, directors and speakers throughout the planning and hosting process. |  |
| **P5.1 – Task 02** | Evidence sharing this report with relevant parties demonstrating how you communicated the progress with the rest of their team |  |
| **P5.2 – Task 03** | In a report, explain and demonstrate the importance and benefits of good communication flow in reference to your project. |  |
| **P5.3 – Task 04** | In a report, explain and demonstrate the different communication methods that could be used in reference to your project. |  |
| **P5.4 – Task 05** | Describe the features, need and information suited for a progress report document. |  |
| **M2.1 – Task 06** | Update your report showing dependencies between own tasks and those of others. |  |
| **LO5 - Be able to plan to prevent problems with a business event** |
| **P6.1 - Task 01** | Discuss possible risks that might occur in your event and explain how these risks might be countered. |  |
| **P6.2 - Task 02** | Discuss how to deal with potential issues that might occur in your event and explain how these risks might be countered. |  |
| **M2.2 – Task 03** | Using example, update your report to discuss the dependencies you have on your role within the project, and others have that could impact your tasks. |  |
| **D2.1 – Task 04** | Using [the template](D2.1%20-%20Contingency%20Planning.docx), Assess the most likely problems and produce a contingency plan to address them. |  |
| **LO6 - Review your own performance when organising a business event** |
| **P7.1 – Task 01** | Create a self-reflective report reviewing your own performance in supporting and organising an event. |  |
| **P7.2 – Task 02** | Create a self-reflective report reviewing your own personal communication skills throughout the project. |  |
| **M3.1 – Task 03** | Discuss your project and project review with a colleague or team member, explain and answer questions given. |  |