TASK DETAILS:

* You are required to research then compare 2 different large-scale events.
* You will be researching the planning of these events and the different external parties who would liaise with the event organisers, then…
* Identify similarities and differences between the planning of the 2 events.
* Use the tables below to organise this information (this will then be used to write a report for your actual coursework).

**Choosing your 2 events**

Choose 2 different types of events (must be large scale – over 1000 people).

Festivals? Sports? Carnival? Fireworks Display? Large charity events? Concerts? It’s up to you.

Advice is to choose events where you can see their operational plan (or there is lots of information on their website).

**Introduction**

Explain which 2 specific events are you going to research and compare?

Give background information on each event: Name, location, date, objective, number of guests/customers etc.

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| Establishing Operational Plans | *Discuss: who is responsible? What do they cover? (contents).*  *Think about the size/length of the operational plans.*  *How might these link to the venue/number of customers/type of activities?* |
| Event 1: Description |  |
| Event 2: Description |  |
| Similarities (and explanation of reasons for these). |  |
| Differences (and explanation of reasons for these). |  |

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| Event Timings | *Discuss the timeline for the planning phase of the event (What needs to be done 1 year before the event, 6 months before, 3 months before, 1 month, 1 week, the day before, on the day?)*  *Pre-event planning (key tasks/deadlines) Research the event schedule (opening/closing times, running order etc.). Similarities/differences: Time of year, activities, location, licensing?* |
| Event 1: Description |  |
| Event 2: Description |  |
| Similarities (and explanation of reasons for these). |  |
| Differences (and explanation of reasons for these). |  |
| Procedures | *Emergency situations? Evacuation procedure? Lost children? Lost property? Security incidents?* *Similarities/differences? Activities, Number/type of customers, Venue, H&S laws?* |
| Event 1: Description |  |
| Event 2: Description |  |
| Similarities (and explanation of reasons for these). |  |
| Differences (and explanation of reasons for these). |  |

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| Contingency Plans | *Issues with weather/shelter Delays. Cancellations Equipment malfunction. Staff absence.*  *Double bookings. Similarities/differences? Common unforeseen circumstances? Time of year? Location?* |
| Event 1: Description |  |
| Event 2: Description |  |
| Similarities (and explanation of reasons for these). |  |
| Differences (and explanation of reasons for these). |  |

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| Utilities Required | *Electrical supply, Water supply, Sewage, Waste management*  *Similarities/Differences? Venue, location, activities, customer needs?* |
| Event 1: Description |  |
| Event 2: Description |  |
| Similarities (and explanation of reasons for these). |  |
| Differences (and explanation of reasons for these). |  |

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| Logistics For Set-Up & Take-Down. | *What needs setting up/taking down? Which external parties will need to liaise with event planners? Timings (set up/take-down – staggered?) Communication methods. Role of different staff. Access to the venue (and controlling this).* |
| Event 1: Description |  |
| Event 2: Description |  |
| Similarities (and explanation of reasons for these). |  |
| Differences (and explanation of reasons for these). |  |

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| Liaising With Third Parties | *Caterers, traders, equipment providers, utility providers, first aid, entertainment, local council, emergency services etc. (check op. plan). Similarities/differences? Activities, location/venue.* |
| Event 1: Description |  |
| Event 2: Description |  |
| Similarities (and explanation of reasons for these). |  |
| Differences (and explanation of reasons for these). |  |

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| Application for Licences | *Alcohol, Public entertainment, Timings, Traders?*  *Similarities/differences? Type of event/activities/audience.* |
| Event 1: Description |  |
| Event 2: Description |  |
| Similarities (and explanation of reasons for these). |  |
| Differences (and explanation of reasons for these). |  |