Units of Competency and Elements SITXEVT502 Select event venues and sites 1. Submission of applications for POPE (Places of Public Entertainment) approvals, 15 days prior to the event Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-11 z Monitoring workplace operations ?Operational signage directing people to amenities and various site services Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-9 z Managing operational plans ?Evaluate staging components Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-5 Units of Competency and Elements SITXEVT304 Provide event staging support 1. Access to the event and the erection of structures must be possible without damaging trees Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-10 z Managing operational plans ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee Introduction 1-7 z Managing operational plans ?Leads to corrective action when problems are identified Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-12 z Benchmarking ?Continuously working towards closing those gaps Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-13 Selecting an event venue or site ?Prepare and implement operational plan for the catering of an event or function Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-6 ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-8 z Managing operational plans ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-21 Registration, accreditation and riders ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 1-14 Selecting an event venue or site ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-15 Event staging (set-up and scheduling) ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-16 Event staging (set-up and scheduling) ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-19 The running schedule Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-20 Understanding event venue or site requirements ?Canapes Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-25 General event staging considerations ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-26 General event

staging considerations ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-27 General event staging considerations ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-17 Working with contractors ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-23 Planning catering ?Food Safety Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-24 Planning catering ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-29 Chapter summary ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-18 The running schedule ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-22 Front and back of house ?Copyright (C) 2014 McGraw-Hill Education (Australia) Pty Ltd PPT slides to accompany Event Management: Theory and Practice 1e by Wrathall and Gee 16-28 After the event ?The screening process requires attention to detail and generally involves walking through the whole event process and critically examining all operational elements. This screening process takes account of key operational elements to avoid expending significant time, energy and money on an event that is not viable. Compliance requirements cover issues such as adequate exits, extinguishers and evacuation plans ?Confirm venue or site bookings SITXEVT503 Manage event staging components 1. Provide feedback on event operations SITHKOP404 Plan catering for events or functions 1. Noise levels and the potential need to implement measures aimed at noise mitigation ?An essential element in the quality control process for events is the on-going monitoring of workplace operations? Benchmarking assists the monitoring process by constantly comparing key elements of the event with other events that represent 'best industry practice' ?Continuously comparing each aspect of the event with best industry practice, and identifying gaps ?The operational viability of event concepts and ideas needs to be considered before significant resources are devoted to the event. Minimising the possibility of attendees becoming intoxicated, disorderly or violent ?Efforts must be made to ensure that native animals and fauna are protected ?Post-event surveys and focus groups can be effective mechanisms for gaining useful information about event quality ?Identifying other events that provide a benchmark for best industry practice of those discrete processes ?Staging and general requirements - in-house vs ????????????????????? outsource ?Evaluating suitability