



**Australian Government**

# **SITEEVT008 Manage event staging components**

**Release: 1**

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## **Modification History**

Not applicable.

## **Application**

This unit describes the performance outcomes, skills and knowledge required to analyse event staging requirements and organise and monitor different staging services and products. It requires the ability to use advanced planning, organisation and communication skills combined with detailed knowledge of the event management process and broad understanding of specialist component services.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to event coordinators who operate independently, and are responsible for making a range of operational decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

The unit does not cover the high levels of technical expertise required to provide individual specialist services, such as catering, audio visual or technical, creative and sporting services. It is also distinct from staging specialisation units that apply to staging technicians and stage managers in the entertainment industry.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

## **Pre-requisite Unit**

Nil

## **Competency Field**

Events

## **Unit Sector**

Events

## **Elements and Performance Criteria**

### **ELEMENTS**

Elements describe the essential outcomes.

1. Analyse staging

### **PERFORMANCE CRITERIA**

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1. Analyse event staging requirements based on detailed review

- |                                             |                                                                                                                                         |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| requirements.                               | of proposed event.                                                                                                                      |
|                                             | 1.2. Develop an accurate summary of staging requirements for each event component in consultation with key stakeholders.                |
|                                             | 1.3. Develop a work schedule to address staging requirements, identifying key activities, interrelationships and timelines.             |
|                                             | 1.4. Incorporate regulatory, safety, risk and sustainability issues into planning processes.                                            |
| 2. Source and organise staging contractors. | 2.1. Identify and source contractors according to work schedule.                                                                        |
|                                             | 2.2. Provide staging specifications detailing contractor requirements.                                                                  |
|                                             | 2.3. Obtain quotations for provision of products and services.                                                                          |
|                                             | 2.4. Evaluate quotations against specifications and other relevant quality criteria.                                                    |
|                                             | 2.5. Conduct negotiations and select contractors using product and service knowledge to inform decisions.                               |
|                                             | 2.6. Confirm agreements with contractors in writing to include details and costs of all services.                                       |
| 3. Monitor staging preparations.            | 3.1. Monitor event preparations through ongoing liaison with contractors and other stakeholders.                                        |
|                                             | 3.2. Evaluate work completed against event requirements and schedules, and take appropriate action to address delays or other problems. |
|                                             | 3.3. Assess need for staging adjustments to maintain event quality and integrity.                                                       |
|                                             | 3.4. Negotiate and confirm required changes.                                                                                            |
| 4. Evaluate staging components.             | 4.1. Obtain feedback from stakeholders according to predetermined evaluation criteria.                                                  |
|                                             | 4.2. Evaluate staging components in terms of operational efficiency and service quality.                                                |
|                                             | 4.3. Use information to enhance future event planning.                                                                                  |

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

### SKILLS

### DESCRIPTION

Reading skills to:

- interpret complex event documentation.

Oral communication skills to:

- conduct negotiations for the supply of products and services
- manage relationships with staging contractors.

- Numeracy skills to:
- evaluate event budgets
  - assess contractor quotations and negotiate costs.
- Learning skills to:
- maintain and expand knowledge of staging services.
- Planning and organising skills to:
- integrate potentially competing operational and management requirements.
- Self-management skills to:
- take responsibility for the complete process of organising event staging and contractor management.

## Unit Mapping Information

SITXEVT503 Manage event staging components

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>