



**Australian Government**

# **SITEEVT007 Select event venues and sites**

**Release: 1**

## **SITEEVT007 Select event venues and sites**

### **Modification History**

Not applicable.

### **Application**

This unit describes the performance outcomes, skills and knowledge required to source and select venues or sites for events. It requires the ability to analyse event plans to determine venue or site requirements; develop selection specifications; and assess, choose and contract venues or sites.

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 or in organisations that organise their own events.

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**

#### **PERFORMANCE CRITERIA**

Elements describe the essential outcomes.

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

1. Determine venue or site requirements.

1.1.Review and analyse event proposal or plan and determine overall venue or site requirements.

1.2.Develop and document detailed venue or site specifications to facilitate research and selection process.

1.3.Integrate stakeholder needs into venue or site specifications.

2. Source event venue or

2.1.Research potential venues and sites using appropriate

- site.
- information sources and research methods.
  - 2.2. Assess the suitability of venues and sites against requirements outlined in venue specifications.
  - 2.3. Consult with venue and site personnel to evaluate capacity to deliver a range of quality outcomes.
  - 2.4. Identify risk, and regulatory and sustainability issues associated with venues and sites and evaluate during selection process.
  - 2.5. Provide briefings on venue or site options to stakeholders that include recommendations, and gain approvals.
  - 3. Confirm venue or site bookings.
    - 3.1. Book venue or site when selection process is finalised.
    - 3.2. Review and sign venue or site contracts within appropriate timeframes and within scope of individual responsibility.
    - 3.3. Integrate venue or site issues into event management plans.

## 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:                 | <ul style="list-style-type: none"> <li>interpret complex event plans and product and service specifications for venues and sites.</li> </ul>   |
| Numeracy skills to:                | <ul style="list-style-type: none"> <li>calculate:               <ul style="list-style-type: none"> <li>attendee capacity</li> <li>size of assembly, storage and maintenance areas for event staging items</li> <li>size and capacity of various areas for seating, stands and on-site registration.</li> </ul> </li> </ul> |
| Learning skills to:                | <ul style="list-style-type: none"> <li>seek and assimilate new knowledge of event venues and sites.</li> </ul>   |
| Problem-solving skills to:         | <ul style="list-style-type: none"> <li>evaluate venue or site options against complex specifications and make substantiated selection</li> <li>anticipate and analyse risks associated with venues or sites and address with risk management plans or alternatively abandon options before selection.</li> </ul>           |
| Planning and organising skills to: | <ul style="list-style-type: none"> <li>access and collate all information required for venue or site selection and to source and select venues or sites within designated deadlines.</li> </ul>  |
| Technology skills to:              | <ul style="list-style-type: none"> <li>use calculators, computers, printers, word processing and spreadsheet software packages and other business technology.</li> </ul>   |

## Unit Mapping Information

SITXEVT502 Select event venues and sites

## Links

Companion Volume implementation guides are found in VETNet -

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