SITXEVT503 Manage event staging components

Release 1

SITXEVT503 Manage event staging components

Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E
	Replaces and is equivalent to SITXEVT013A Manage event staging.
	Title changed for clarification. Re-worked Elements, Performance Criteria, Required skills and Required knowledge to more fully articulate content. Re-worked Evidence Guide to better articulate rigorous assessment requirements.

Unit Descriptor

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 a detailed knowledge of the event management process and broad understanding of specialist component services.

Application of the Unit

Events are diverse in nature and this unit is relevant to any type of event coordinated in any industry context, including the tourism, hospitality, sport, cultural and community sectors. This unit 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, including catering, technical, creative and sporting. The unit is also distinct from staging specialisation units that apply to staging technicians and stage managers in the entertainment industry.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Analyse staging requirements.	1.1 Analyse event staging requirements based on detailed review of the 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 accurate and complete staging *specifications* detailing contractor requirements.
	2.3 Obtain complete and timely quotations for the 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 make informed 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 the 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.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication and negotiation skills to:
  - conduct negotiations for the supply of products and services
  - manage relationships with staging contractors
- critical thinking skills to analyse complex event requirements and make assessments about most appropriate staging options
- learning skills to maintain and expand knowledge of staging services
- initiative and enterprise skills to pro-actively identify potential for innovative approaches
- literacy skills to:
  - interpret complex event documentation
  - develop contractor specifications
- numeracy skills to:
  - evaluate event budgets
  - assess contractor quotations and negotiate costs
- planning and organising skills to:
  - organise and monitor event requirements across multiple areas of staging
  - integrate potentially competing operational and management requirements
- problem-solving skills to:
  - monitor progress and develop responses to potentially complex operational problems
- self-management skills to take responsibility for the complete contractor management process.

Required knowledge

- roles and responsibilities of organisations involved in event staging
- suppliers of staging products and services
- sources of information on staging services and products
- product and service terminology, features and options, current technology and risk considerations in key areas of staging, including:
  - catering
  - displays, stands and signage
  - exhibitor services
  - security
  - talent:
    - entertainers
    - speakers
  - technical equipment and services:
    - audio-visual

- lighting
- sets
- sound
- stage design
- rigging
- special effects
  - venue or site requirements:
    - furniture
    - layouts for different event types
    - registration areas and equipment
    - styling
- regulatory considerations for organising event staging:
  - contractor licensing
  - food safety
  - safety
- sustainability considerations for organising event staging:
  - types of products used
  - credentials of contractors
- typical problems that occur in event contractor management, and ways to avoid or manage these
- key inclusions for contractor briefing and specification documents.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: - manage staging requirements for events involving: - comprehensive event plans - dedicated event budgets - formal communications plans - multiple operational components - an event operations team - a wide range of stakeholders - source, organise and coordinate staging contractors for multiple and diverse events - liaise with contractors and other stakeholders during the event organisation process - integrate knowledge of: - event staging products and services - requirements for contractor briefing and specification documents.
Context of and specific resources for assessment	Assessment must ensure use of: - actual events for which staging is organised. Events may be created for the specific purpose of skills assessment, but must still meet the requirements outlined under Critical aspects of assessment, and have commercial, community or business relevance. Small personal events are not appropriate as a means of assessing an individual's skills and knowledge - venues and sites where events are operated; these can be: - real event venues and sites - event venues and sites operated within a training organisation such as auditoria, exhibition areas, conference rooms, restaurants and sporting facilities where real events are staged - comprehensive event plans - dedicated event budgets for diverse event components - formal communications plans - current industry documentation and publications relating to staging products and services

	• multiple contractors with whom the individual can interact.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • evaluation of the staging of an event managed by the individual through attendance at the event • review of documentation used to manage staging contractors prepared by the individual • questioning of contractors to assess the organisational skills of the individual • use of case studies to assess ability to determine staging requirements for different events • oral or written questioning to assess knowledge of key staging services and relevant terminology • review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.
Guidance information for assessment	The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, organisation and job role, for example: • SITXEVT502 Select event venues and sites • SITXEVT504 Organise event infrastructure • SITXEVT505 Manage on-site event operations.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Key stakeholders may include:	• attendees:
	    • audience
	    • delegates
	    • guests
	    • participants
	• clients
	• contractors
	• emergency services
	• host organisation
	• regulatory authorities
	• sponsors
	• suppliers.

Specifications may relate to:	• performance standards • price • sustainability • technical specifications • theme-related requirements • timelines • regulatory requirements.
Staging adjustments may relate to:	• budget • capacity of supplier to deliver quality outcome • changes in numbers • unexpected difficulties with staging components.
Evaluation criteria may relate to:	• communication • contingency management • operational efficiency • profitability • resource efficiency • success in meeting event objectives • stakeholder feedback.

Unit Sector(s)

Cross-Sector

Competency Field

Events