



**Australian Government**

# **SITEEVT008 Manage event staging components**

**Release: 1**

# SITEEVT008 Manage event staging components

## 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:            | <ul style="list-style-type: none"> <li>interpret complex event documentation.</li> </ul>                                                                               |
| Oral communication skills to: | <ul style="list-style-type: none"> <li>conduct negotiations for the supply of products and services</li> <li>manage relationships with staging contractors.</li> </ul> |

- |                                    |                                                                                                                                                       |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy skills to:                | <ul style="list-style-type: none"><li>• evaluate event budgets</li><li>• assess contractor quotations and negotiate costs.</li></ul>                  |
| Learning skills to:                | <ul style="list-style-type: none"><li>• maintain and expand knowledge of staging services.</li></ul>                                                  |
| Planning and organising skills to: | <ul style="list-style-type: none"><li>• integrate potentially competing operational and management requirements.</li></ul>                            |
| Self-management skills to:         | <ul style="list-style-type: none"><li>• take responsibility for the complete process of organising event staging and contractor management.</li></ul> |

## 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>

# Assessment Requirements for SITEEVT008 Manage event staging components

## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- consult with stakeholders to develop staging requirements for at least one type of event listed in the knowledge evidence with multiple operational components
- source and select contractors for the above event to provide staging components that meet stakeholder and event requirements
- monitor and evaluate event staging components for the above event by:
  - ensuring work is completed against event requirements and schedules
  - confirming staging requirements are delivered as required
  - obtaining feedback from stakeholders on contractor performance.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- types of events:
  - business and corporate
  - entertainment and leisure
  - exhibitions, expositions and fairs
  - festivals
  - fundraising
  - government and civic
  - meetings and conventions
  - social
  - sports
- 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 these key areas of staging:
  - catering
  - displays, stands and signage

- exhibitor services
- security
- talent
- technical equipment and services:
  - audiovisual
  - lighting
  - sets
  - sound
  - stage design
  - rigging
  - special effects
- venue or site requirements
- venue layout and styling
- regulatory considerations for organising event staging:
  - contractor licensing
  - food safety
  - liquor licensing
  - local government authorities
- factors affecting staging specifications:
  - performance standards
  - price
  - technical specifications
  - theme-related requirements
  - timelines
  - regulatory requirements
- requirements for contractor briefing and specification documents.

## Assessment Conditions

Skills must be demonstrated in an operational events context where selection of event staging is required. This can be:

- a live event
- a simulated event set up for the purpose of skills assessment.

Assessment must ensure access to:

- venues and sites where events are operated
- dedicated event budgets
- comprehensive event plans
- formal communications plans
- current industry documentation and publications relating to staging products and services

- interaction with contractors to select and manage event staging requirements
- stakeholders, for whom the event is organised; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

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