

SISXIND006 Conduct sport, fitness or recreation events

Conduct 2 different types of events

Task 1:

Make an event proposal for each event including all the important steps to be taken when planning and implementing the event.

- Confirm purpose, objectives, budget, and timeline of event with organisation management.
- Determine event resource requirements.
- Finalise event components, program, or competition format consistent with the requirements of the relevant body.
- Determine participation targets, selection, and entry criteria.
- Arrange event time and venue in the context of other scheduled and competing events or activities.
- Identify potential event team members.

Task 2:

Plan your events using the following as a guideline

- Prepare budget in line with allocated funds.
- Establish event team and clarify roles and responsibilities of team members.
- Identify and seek required approvals to meet regulatory requirements.
- Develop systems and procedures in consultation with event team.
- Design event activities considering waste minimisation and efficient resource utilisation.
- Prepare competition draw or event schedule and distribute, as required.
- Identify event specific risks and prepare risk management strategy.
- Develop contingency and critical incident procedures.
- Develop event coordination plan with documented tasks, responsibilities and timelines.
- Organise promotional materials to generate interest and publicity.

Task 3:

Conduct the event completing the following:

- Provide participants with required information.
- Organise event briefings for all associated staff and volunteers.
- Ensure health, safety and security procedures are integrated into event procedures.
- Oversee event setup according to prearranged operational requirements.
- Identify discrepancies and deficiencies and take required remedial action.
- Monitor event operation through observation and communication with event team members.
- Implement contingency plans, as required.
- Ensure event break down is completed according to agreements with contractors and event team.
- Process results, communicate outcomes to participants and submit results to relevant body, as required.

Task 4:

Evaluate the result of the event including the following:

- Use a variety of evaluation methods to obtain feedback.
- Conduct an event debrief with event team.
- Analyse delivery of the event against evaluation criteria.
- Document event outcomes and recommendations for future similar events for organisation management.