

Unit Title: Event Planning
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJC427
Ofqual Unit Code: H/506/0811

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know the requirements for planning an event.	1.1	Give examples of types of events that could be planned in hospitality settings.
		1.2	Outline the role of an event planner/co-ordinator.
		1.3	Outline what would be included in an event plan.
		1.4	State why it is important to have contingency plans and what these may include.
		1.5	State how you would identify health, safety and security issues at events and why this is important.
2.	Know how to plan a hospitality event.	2.1	Identify the requirements for a given simple hospitality event including: (a) venue (b) catering (c) staffing (d) equipment (e) timings.
		2.2	Identify issues that could arise for which contingency plans may be required.
		2.3	Identify possible risks to health, safety and security that may arise.

Assessment Guidance:

NA

Additional Information:

NA