



Oxford Cambridge and RSA

Monday 4 January – Friday 15 January 2021

Level 3 Cambridge Technical in Performing Arts

05850/05851/05852/05853/05876 Unit 2C: Proposal for a commissioning brief

PRE-RELEASE

INSTRUCTIONS

- Choose **one** commission brief.
- You must undertake research to inform a proposal for the commission you have chosen.
- You will complete your proposal under controlled conditions.

INFORMATION

- The total mark for this task is **50**.
- The marks for each question are shown in brackets [].
- This document has **5** pages.

Select one of the following commission briefs:**Commission A****County Fair**

County Fair is an event celebrating the talents of our local rural community. Planned as a family event the fair wants to attract people of all ages, interests and cultures to create a sense of community spirit and enjoyment.

Alongside local retailers, food carts and craft stalls, County Fair want to provide a range of entertainment stalls and spaces for local groups and professional entertainers to take part.

County Fair are looking for an events company to plan suitable entertainment that will draw in a crowd and provide a 'buzz' of anticipation among the local community.

This is a perfect opportunity for a local events company to shine and make its mark in the community.

If your company has the ability to provide this service please pitch your ideas, with supportive planning and budgets, to the County Fair committee at County Hall.

Commission B**Bikers Festival**

The annual Bikers Festival is being held this summer in the UK. This event attracts thousands of motorbike enthusiasts of all ages and backgrounds from all over the world. Many travel to the event on their own bikes and camp over the weekend, giving the event a festival feel.

During the day the event attracts big sponsors and has a planned timetable of theatrical stunt shows and biking events. However, there is still room to provide alternative entertainment in the arena between the sponsored acts and in the evening. The festival requires an events management team that will be able to entertain the crowds.

A stage in the centre of the arena will be made available with technical support. The management of the entertainment will be completely separate to the arena stunt shows, which are at 11.00 am, 2.00 pm and 4.00 pm each day.

The Bikers Festival welcomes experienced events management companies to pitch their ideas, planning and costs. We are excited to hear how your company can make this event a sensational weekend for everyone.

Commission C**Community Church, 1000 Years Celebration**

The community church celebrates its 1000 years of community standing and support to the local and wider communities. Built in 1021, the church has been a focal point of community life over the years. It has seen brighter and darker times and has a long history connected with many local stories and events. The community wants to celebrate the history of its famous church whilst trying to raise money for its desperately needed renovations.

1000 years of service deserves an inclusive spectacular for the local community.

The local council are seeking an events manager who could bring our vision to life, someone who has the experience and ideas to be able to attract local people of all cultures, religions and groups to an event that will put the community and its fantastic historical feature on the map. If this is you or your company please pitch your ideas, costings and expectations for the event to the council.

We are excited to hear your ideas.

Scenario

You are the Project Development Officer for a company of performers and creative outreach workers. This is a new ensemble company formed after its members graduated from pre-professional training. There are four core members including yourself but you can 'pull in' other co-workers if necessary.

As a company you are multi-skilled but lack direct experience in the contexts described in the commissions; however what you lack in experience you make up for with enthusiasm and an ability to take on new skills and adapt existing ones, based on a thorough research and development process.

Although money is available the commissioning organisations have not given a budget for the work and so you must be competitive but remain committed to paying workers the going rate and employing them on professional conditions of service. You will also need to be realistic about the resources and equipment that are needed to successfully carry out the project.

The timescale for the project will arise from your proposal details and approach but could include 'added value' such as a long-term commitment to weekly workshops or a short tour of performances, depending on the commission details.

1 Produce a proposal report for ONE of the commissions

(1500-2000 words, including supporting documentation).

Please state clearly which commission you have chosen.

Your report must contain:

(a) Introduction.

(b) Initial summary.

(i) A brief outline/executive summary of the project you intend to run.

(ii) Details of who will benefit from this project and how their needs will be addressed (this should include commissioning organisation, participants and the company and company members).

(c) The Proposal.

(i) This is an opportunity to 'flesh out' the details of the proposal and convince the commissioning organisation of your ability to deliver the project.

(d) Budget and Resources.

(i) Details of costs and resources needed to carry out the work.

(e) Appendices.

- (i) Details of adaptations and changes made in response to any pilot workshops/ scratch performances and stakeholder research that may have been part of the R&D process.
- (ii) Planning documentation and budget.
- (iii) Health and safety and legal constraints.
- (iv) Details of how you intend to monitor and evaluate the process and the outcomes.

[50 marks]

END OF PRE-RELEASE

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