



Oxford Cambridge and RSA

Monday 9 May – Friday 20 May 2022

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****Vintage Car Rally**

Classy Wheels Ltd are looking for a dynamic Events Management Team to provide entertainment and glamour for its Vintage Car Rally. Classy Wheels rallies are well attended and respected events for avid collectors and families interested in the restoration and owning of vintage vehicles.

Classy Wheels Ltd seek an events team to provide the entertainment and showmanship to spice up this one-day event so everyone is entertained. The event opens at 10am and closes at 8pm. The event is held outside with marquees where attendees can buy refreshments. Performances can take place outside or in the marquees.

The Classy Wheels team will be on site 24 hours before the event to set up the rally, car show areas and marquees. Your team will need to be set up and ready to go by 9am on the day. Your proposal will need to include what performance space you will need, so we can add your requirements to the floorplans.

Your team will be responsible for the hire of any equipment (rain or shine), the technical team, legalities and costs to produce a spectacular showcase in keeping with the general vintage theme of the rally. Suggested ideas of additional ways to jazz up the event will be the deal breaker, but all proposals must demonstrate that they can stay within the £10,000 budget that has been allocated.

If you think your event management company is up to driving this challenge, we would be keen to hear from you.

Commission B**Best Rest Hotels**

Best Rest Hotels are a chain of luxury family hotels across the UK. We will be opening our latest edition to this unique brand of hotels in the town centre this Spring. The opening will take place across the Easter weekend. Best Rest seek an events management company to advertise and provide engaging entertainment to draw in the locals.

The hotel will be able to open their magnificent new ballroom for the event, which has a small stage, bar and cabaret seating. We would like an experienced team that can suggest a schedule of short, entertaining performances to be held throughout the day, with a more glamorous showcase in the evening.

Best Rest Hotels will pay for the event but will need to see a detailed budget that includes any legalities, technical team requirements, advertising and costs involved with setting up performances for an audience.

Please submit your proposal to our Hotel Manager who will be selecting the most exciting, attractive and reasonably budgeted proposal to entertain our potential new guests.

Commission C**Circus Tomorrow – ‘Out of the Box’ showcase**

Circus Tomorrow are a convention for circus workers hosted by different circus companies within its membership. The convention is not for the performers, it is for the support teams and management that run, employ and work on producing circus shows.

The event is usually held in a circus tent with additional marquees set up outside for exhibitors. Circus Tomorrow set up the event and deal with the organisation of the exhibitions and exhibitors. They do however, need a dynamic events team to manage an evening of short performances that are ‘out of the box’ compared to a stereotypical circus performance.

The performance aims are to showcase and promote new ideas, themes or disciplines to the circus workers that could be used to enrich their own shows. It will be an evening of arts entertainment that will make them think ‘out of the box’ and inspire new ideas and themes.

Circus Tomorrow will pay for the event but will need to see a detailed schedule and budget that includes any legalities, technical team requirements, rehearsals and costs involved with setting up this evening including employment of the performers. The events team that can offer an ‘out of the box’ proposal within a reasonable budget will win this commission.

If your events team are able to propose an exciting evening with an array of performance ideas and performers, we would like to hear from you.

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 in 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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