



Oxford Cambridge and RSA

Monday 5 May – Friday 16 May 2025

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

Summer Festival

The Mayor of a local town is looking for an events team for this year's Summer Festival. The festival has taken place as a community celebration for many years, however, recently the festival has been poorly attended.

The Mayor has the support of a committee made up of local community champions and wants to move away from the old style festival and bring in the new by offering something that attracts all sectors of the local community. The aim is to boost the numbers attending and bring people together.

The committee believe in the power of the arts as a way of uniting people. Proposals are sought that have a community arts focus and that offer new and innovative ways of bringing people together.

The town has a large open space in an accessible location that will be used to host the festival this year. The festival will be a one-day event and has been scheduled for a bank holiday. The Mayor and the committee managing the festival are hoping for good weather in order to attract large numbers of people to attend this fabulous local event.

Please submit your proposal to the Mayor's office. Your proposal should include planning requirements to ensure this exciting event is set up effectively.

Commission B

Reach Out!

The local charity commission is seeking proposals from an events team who would like the opportunity to contribute to an upcoming event that aims to celebrate the work of local charities. The event will be a community outreach day and must be suitable for everyone in the community to attend.

The wider context for the event is to highlight the excellent work of charities in the local area. The charity commission has identified this outreach event as being one that will focus on performing arts based activities and entertainment so it is a fun day for all. They would like to include performances and workshops as part of the event.

A venue is available that has a stage, breakout rooms and a large ballroom area that can be used free of charge. Refreshments will be made available in nearby locations.

Please submit your proposals to the charity commission and help us make this a spectacularly fun day for everyone.

Commission C**History Revived!**

The Earl of Coast Walk has recently invested in the refurbishment of Coast Walk Manor, an impressive country house and gardens. Built in the 1600s, this wonderfully restored historic site will soon be opening to the public.

To celebrate, the Earl is looking for an events team to make the opening a memorable event that will attract people to visit the country house and gardens from near and far.

As well as the public tours of the house that will be on offer during the event, the Earl is keen to include live performances in several locations including the large courtyard, the conservatory and the beautifully restored gardens.

The Earl is particularly interested to take the public 'back in time' and discover the history of this magnificent site. The Earl is open minded regarding the program of entertainment, but it must be suitable for all ages.

Please send your exciting ideas to make the opening something to remember to the Earl of Coast Walk administration office.

*All companies and place names/venues used are fictitious.

Scenario

You have formed your own Events Management company composed of members who have recently 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 is needed to carry out the project successfully.

The timescale for the project will emerge 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 – that responds to a given scenario
- (b) Initial summary
 - (i) A brief outline/executive summary of the project you intend to run, including the research undertaken
 - (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)
 - (iii) The timelines that will be necessary to deliver the project
- (c) The Proposal

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

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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