

**Wednesday 7 January –
Tuesday 20 January 2026**

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

‘Heroes and Villains’

Your local police force is looking to host an event that engages the public with local police work. The event aims to build a stronger and more cohesive community.

The Police Commissioner is keen for the one-day event to be entertaining as well as informative. Local police will have exhibitions and recruitment stands at the event and the Commissioner would like to have live entertainment that will engage community audiences of all ages.

The Police Commissioner has set the theme for the day as ‘Heroes and Villains’ and this should be used to inform the programme of entertainment.

The one-day event will take place at the local leisure centre as this is a familiar venue for local people and has the facilities to support a large scale community event.

Please submit your proposal as soon as possible. The Police Commissioner looks forward to receiving your exciting plans and ideas to ensure this event will be a great success.

Commission B

‘Midsummer Festival’

Midsummers’ day is a traditional celebration. A local arts festival, usually held at a date around the summer solstice, is a popular event in the community. This year your town council would like to host this exciting one-day open air festival in the local park.

The festival aims to attract audiences of all ages with an exciting programme of entertainment suitable for this outdoor setting.

We invite proposals that take a new and imaginative look at community arts festivals, but we would like to keep the traditional children’s parade that is a well-loved feature of the festival. The entertainment should serve to attract a large crowd to take in the aura of this traditional midsummer celebration.

The events team will be required to liaise with local schools and community groups to maximise community involvement.

Please submit all proposals to the Town Clerk explaining your ideas and planning to ensure a safe, successful event for the whole community.

Commission C**‘Credit Union Awareness Event’**

The local credit union* in your town wants to host a community event to promote its services and is looking at different ways to do this. They are looking for a new way to engage the community and want to avoid the corporate-style event that a ‘traditional bank’ might host.

This is an opportunity to raise awareness in the community of the wide range of services the credit union can provide to local people, community groups and businesses. The event has the full support of several local businesses and community leaders.

The event will take place over several days and include a programme of entertainment that is expected to attract large numbers of people from all walks of life. Several traditional and non-traditional venues will be used to host the entertainment.

We eagerly await your innovative proposal that will lead to a well-planned and exciting event. Please submit all proposals to the Board of Directors at the credit union.

*A credit union is similar to a bank but is a ‘not for profit’ financial organisation. There are over 500 credit unions in the UK.

All companies and place names/venues used are fictitious.

Scenario

You have started your own Events Management company. This is a new 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 is 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 – 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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