

**Wednesday 6 January –
Tuesday 19 January 2027**

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.

Choose **one** of the commission briefs:

Commission A

‘Science-tacular!’

Your local county council is putting on an event to improve children’s engagement in science. They are seeking events companies to assist them by providing outstanding entertainment at this one-day event, which will be held at the Town Hall. The Town Hall has a large stage and changing rooms but few technical resources.

The purpose of the one-day event is to give students a platform to demonstrate their potential and prove that science can be fun. The event will be an engaging science-themed show called ‘*Science-tacular*’ – a spectacular arts showcase performed by local professionals, which also promotes arts education and professional talent.

The council has allocated a budget to host local schools to attend and display their school science projects at the Town Hall. Transport will be provided for each school to bring 50 students each to the event, which will be open to the public from 3.30 pm. Members of the public will be charged an entrance fee to help recoup some of the costs of the event.

The council would like the show to be performed twice, once for the school attendees and then later in the evening for the public. They rely on you to provide the necessary legalities and planning to make the event an enjoyable experience for all involved.

If your team have what it takes, please contact the council with haste.

Commission B

‘Out of this world’

The local exhibition centre holds a superhero themed convention each year. Numbers of attendees have been declining in recent years and they would like to engage an events team to try and raise footfall and make it an attractive event. The convention spans the weekend and usually has different speakers, stands and films. This year they wish to introduce live acts, immersive opportunities and amazing showcases to wow the attendees.

The exhibition centre management welcomes ideas to provide a sensational timetable of entertainment across the weekend, which will help to draw in the crowds, all of whom are expected to arrive dressed as their favourite superhero character. Your events company should not hold back on ideas as this is a national event and a considerable budget is available.

The centre can hold over 800 people standing. There is space for exhibition stands for superhero related comic stands and merchandise throughout the weekend and a separate lecture theatre if required. Support with advertising would be useful to attract new people and families to this fun event. The exhibition centre has its own audio-visual and technical equipment but does not have an in-house technical team. However, they do have an army of ushers, refreshment stands and online ticketing systems *in situ*.

If your super-team can come up with an ‘*out of this world*’ experience, full of exciting ideas and engaging showcases, please send us your creative ideas, along with details of legalities and planning that support your ideas to make it a safe success.

Commission C**‘Halloween at Tremor House’**

Tremor House has long been known as one of the largest and oldest estate houses in the area. It is a period mansion set in beautiful grounds, which hosts weddings, tours and antiques fairs. Despite the famous local ghost stories connected to the house, it loses customers in the winter and is seeking ways to bring in business throughout the cold, dark months of winter.

The management team of Tremor House wants to hear from events companies who can put on an open day over the Halloween weekend. They wish to host a lively event, with lots of arts entertainment to attract families and new visitors, who will hopefully return to visit the estate gardens, maze and wedding venue in the summer.

Access will be made available to all of Tremor House’s resources: the wedding and ballroom, the house, grounds and its staffing and, if necessary, parking attendants and groundstaff. The venue can also support the sale of tickets through its online booking system. There is limited access to technical equipment available inside Tremor House, but it has safely accommodated wedding discos and external lighting companies previously.

As a grade 1 listed building, the house can attract grant funding to support the event. The management team at Tremor House would also like to encourage relationships with local businesses and communities to get involved. The event should be fun for all and offer an exciting day.

If your team has the organisation skills and imagination to pull off an outstanding open day, please contact the management team with your ideas, planning and any other considerations that need to be addressed. The team at Tremor House does not have expertise in event planning or the organisation of entertainment but is keen to support an events team.

We look forward to working with you to welcome and wow our visitors, giving them an experience they will never forget.

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 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 – 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
 - (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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