Start here. Q 24 a.

Offsite registration involved occurs when registration is conducted electronically. This involves accessing the internet or electronic device to register contact details for the event. It is usually required for large events where there are a large number of participants. This reduces the inefficiency of excess time of physically registering people at the door. It increase accuracy as the participants are filling in the required details themselves and are not rushed by the long line.

— This also provides information on expected numbers + participation.

It increases efficiency and avoids any onsite attendee disatisfaction. On-site registration occurs when participants register at the site of the event. This is usually used for smaller events when there is not many participation. It requires at registration desk + registration forms.

b. Registration requires a range of technologies and software programs. Operating management system could be used to store all files electronically and allow team It to be easily access ible. Delegate reservation and track ing system software could also be used e.g IVVY. This ensures all registration information is safely stored + recorded. Types of informat ion needed to be recorded includes:

- Name / Date of birth
- Contact details
- Email
- Medical conditions + records
- Past experience / Past marathon
- Payment Details
- Number of participants
- Special dietary requirements
- Special requests for food breaks
- Methods of transport to the event
- Parking required
- Cancellation fees
-

✓ ⇐ Tick this box if you have continued this answer in another writing booklet.

Start here. an Collection of this information is crucial to ensure all and using operating systems and software programs such as IVVY ensures data is collected eff accuratley + stored safely.

24 c. Set procedures are crucial for staging an event. Key phases of staging of an event include the initial planning, Bump in and set up, and Bump-out and de brief. De-briefing is essential for the collection of data for future events.

Initial planning begins when the first idea or concept is generated. From this point the management team will need to consider the concept, the venue, performers and the date and the conducting a risk assessment of the venue to ensure the venue is appropriate - After these initial considerations the management team will need to consider catering

options, map sponsors and parking areas. The team must also consider the event compliance and ensure they have the appropriate documentation. For example, WHS, and the food and handling Act. They will also need to inform other sectors of the industry e-g Accomodation to ensure they can meet the demands of the increase in numbers. The management team must also consider there impact on the environment and consider a appropriate actions they can take e.g. Water refil stations, encourage the use of public transport.

The next key phase is When the team Bumps in and sets up the staging equipment. This includes the physical setup of road blockages and barriers for the audience. It also includes the setup of sinage for the participants aswell as the audience + supporters

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C. Once the event has commenced the event management team will bump out and a de-brief should be undertaken. This ensures that the procedures used for staging events in the future can be improved + efficiency improved, leading to a more successful cara operations and event when it occurs.