

getting a lot of money. Finally, we made a way back to the Costa coffee venue around 3pm.

The rest of the team who did not come with us to sell the cakes had already cleaned up very well and placed everything back to its place. It was a priority for us to leave the venue in top condition as in the future other people can set up venues here again. It is important to keep the staff happy to show that we have responsibility. We made sure to pay for everything like the cakes and hot drinks. One of the staff took only £5 for the drinks and it was much less than what we first arranged. The other worker charged us less with only £20 for all the four cakes and we even made sure to thank them a lot for their help and generosity. When we left the venue the only thing which was needed was to count the money and then therefore send it to Macmillan. So, when we counted the money and it did turn out a profit of £131 which was well above the target of £100 for Macmillan. Our event finally, was a huge success as we not only surpassed the money goal but also made our stakeholders satisfied. We did receive a high positive feedback from the staff and other students around the college. A lot of staff were very happy to contribute even when they did not want to contribute. Our tutor also was very delighted to see how successful it was that we have sold everything and beaten our target.

Before and during our long event we did make sure to make a dynamic risk assessment such as looking for trip hazards in order to make sure there is not any hazard in the venue and it is perfectly safe for the public. We did make sure to reduce most of the risks by letting one of the Costa staff member to handle the hot drinks as she is much more experienced at this and there is a reduced chance of any burning to occur. Safe to say there was not one single accident which shows that we did take safety very seriously.

4/DE. D3: Justify how own contribution has contributed to the successful outcome of the event by the demonstration of outstanding management skills throughout the arranging and staging of an event.

As there was a problem with not selling the cakes in the venue we really needed to go for the contingency plan and visit the staff rooms and start direct selling. I did use my direct selling skills which I have learnt from being an assistant at British heart foundation. With my high energy and confidence, I did manage to sell all the cakes