

COURSE JOINING INFORMATION



BA (HONS) EVENTS MANAGEMENT

**CARDIFF SCHOOL OF
MANAGEMENT**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

Congratulations on securing a place on the BA Events Management course and welcome to Cardiff Metropolitan University. We are very pleased that you have decided to study at the Cardiff School of Management. I am sure that you will find your time with us enjoyable, stimulating and rewarding, and it will serve as a springboard into a successful career in the events industry.

This short document will provide you with a range of important information to assist you prior to starting your studies including a **Pre-Entry Summer Task**. So please read over the following pages carefully and if in doubt about anything, please don't hesitate to get in touch (via email is best over the summer months). We appreciate these are unique times and will do our best to answer any queries.

If you have attended one of our Open Days you will have met some of the course team including me. Each programme is managed by a Programme Director along with a series of Year Tutors and Module Leaders. You will also be assigned a Personal Tutor when you arrive with us who will be with you throughout the duration of your studies.

The Induction Programme starts on Monday 28th of September at 10:00am where you will meet with fellow students and the course teaching team. A range of course and department specific activities have been organised for induction week, in addition to university wide activities.

Attendance and engagement in induction week is compulsory, however if exceptional circumstances prevent you from attending this important week, please call me on 029 2041 6321 or email djaimangal-jones@cardiffmet.ac.uk.

We look forward to meeting you in September.

Best wishes

Dr Dewi Jaimangal-Jones

Events Management Programme Director



2. Pre-Entry Summer Tasks

Over the summer we ask all students to complete the following task:

Fantasy Festival

Your task is to design and cost the site layout and staffing of a “Fantasy Festival”.

At the end of the process you will be able to calculate the overall costs and level of profit that is possible from your event.

Number of attendees:	20,000
Duration:	3 days
Budget:	£500,000

TASK 1: Designing and costing your festival

You should produce a simple **to scale** hand drawn **or** computer drawn layout of the Fantasy Festival site, using the Google Maps images below and the ‘shopping list’ and dimensions for each item in **Table 1**. Consider what infrastructure and facilities you will include such as stages, toilets, food outlets, bars, funfair, etc. Where will you place all the facilities and infrastructure? Also consider where entrances and exits for the audience will be. Remember that your overall budget is £500,000, which also includes staffing costs (**Table 3**).

Using the information in **Table 1**, calculate the overall cost of your chosen facilities and infrastructure. Work out the overall infrastructure costs using **Table 2**.

Figure 1: Satellite image of Fantasy Festival site





Table 1: Infrastructure sizes and cost per item for Fantasy Festival site

Infrastructure	Size per item	Cost per item
Main stage	20m x 15m	£50,000
Second stage	9m x 6m	£20,000
Dance tent	40m round	£15,000
Food stall	4m x 1m	£5,000
Bar	10m x 3m	£15,000
Toilets	1.5m x 1.5m	£60
Backstage areas	Appropriate to stage size	£5,000
Fairground rides	12m x 12m	£2,000
		Fixed Cost
Fencing	N/A	£14,000
Car Parking	N/A	£500
Road and paths for the site	N/A	£14,000
Power and site lighting	N/A	£20,000
Additional festival costs and fees	N/A	£40,000

Table 2: Overall infrastructure costs:

Infrastructure	Number of Items	Cost of each item	Overall cost
Main stage		£50,000	
Second stage		£20,000	
Dance tent		£15,000	
Food stall		£5,000	
Bar		£15,000	
Toilets		£60	
Backstage areas		£5,000	
Fairground rides		£2,000	
Fixed Costs			
Fencing	Total cost	£14,000	£14,000
Car Parking	Total cost	£500	£500
Road and paths for the site	Total cost	£14,000	£14,000
Power and site lighting	Total cost	£20,000	£20,000
Additional festival costs and fees	Total cost	£ 40,000	£40,000
Total cost			

TASK 2: Staffing the festival

The cost of staffing your Fantasy Festival should also be included in the overall budget of £500,000.

Based on your choice of infrastructure (number of stages, food stalls, etc) in Task 1, use the information in **Table 3** to work out your total staffing costs. ***Note** – if the budget goes over £500,000 following this exercise, you will need to revisit task 1 and rethink your event design!*



Table 3: Staffing costs

Area	Staff costs <u>per day</u>	Number of days	Number of units (as per task 1)	Total staffing costs
Main stage	£2000	3		
Second stage	£1500	3		
Dance tent	£600	3		
Food stall each	£400	3		
Bars	£1000	3		
Toilets	£800	3	N/A	£2,400
Security and Policing	£8,000	3	N/A	£24,000
Waste team	£2000	3	N/A	£6,000
Medical	£2000	3	N/A	£6,000
Site crew	£4000	3	N/A	£12,000
Bands/DJ's Artist budget	£40,000	3	N/A	£120,000
Total				

TASK 3: Calculating income

Using the information below, calculate the **total income** for each day of the festival and then for the whole three days of your Fantasy Festival.

1. Everyone coming to the event will not be able to bring food or drink to the Fantasy Festival; they will buy everything they need on-site. The average amount each person will spend on food and drink daily is £19.80.
2. Daily sponsorship for the Fantasy Festival £25,000
3. Merchandise (T-shirts and programs) will be sold on-site the total sold each day will be £14,300
4. Daily ticket price is: *assume all attendees come for all three days*
 - Standard tickets 15,000 @ £49.50
 - VIP tickets 5,000 @ £79.50

Task 4: Calculating profit

Using the calculations that have already identified in tasks 2 and 3 work out the overall profit (income minus costs) you will make for the whole three days of your festival.

Task 5: Present your tasks

Put together a short report and PowerPoint presentation containing the information you have completed in tasks 1-4 along with a brief description of the types of stages, food outlets, entertainment and additional attractions you would have at your Fantasy Festival. You can use images to illustrate your ideas.



Once completed please email your work to Dgibbs@cardiffmet.ac.uk and Djaimangal-Jones@cardiffmet.ac.uk and bring it along during induction. We will then work through and discuss the exercise during induction if there are any issues or queries.

If you have any specific questions about the task email us and we will reply to your questions.

Please note that following enrolment you will also have access to the library online resources should you wish to do any pre-reading. You can access eBooks and other electronic resources via Met Search - https://metsearch.cardiffmet.ac.uk/primo-explore/search?vid=44WHELFCMU_NUI1&lang=en_US

Tourism, Hospitality and Events Society

The Tourism, Hospitality and Events Society is a student-led society run by students on the Events, Tourism and Hospitality courses and supported by the Student Union. Its aim is to bring students together to enjoy a variety of events and provide a community of interest around organising and attending events.

For further information or to get involved please email:

Gabi Morgan- G.Morgan19@outlook.cardiffmet.ac.uk

Dan Davies - D.Davies40@outlook.cardiffmet.ac.uk

Or visit the Facebook page for updates:

https://www.facebook.com/groups/cardiffmetthesociety2020/?multi_permalinks=717278225481976



3. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Student.

You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – www.cardiffmet.ac.uk/enrolment.

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard.

You will also receive your Programme Handbook during your Induction Week. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures; and guidance on learning for practice with information on all modules to be undertaken and reading lists.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you will be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk.

Library & Information Services

You will have access to Cardiff Met's Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to www.cardiffmet.ac.uk/library.

Your Student MetCard

Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click [here](#).

Fees

Tuition fees for full-time undergraduate degrees, and full-time Masters programmes for September 2020 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our [Fee Tables](#). If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](#). You should already be aware of these costs.



4. Induction Week

Induction for all students within the School of Management will commence on Monday 28th September 2020. Your first term as a new student starts with Induction Week, where you will settle into your accommodation, course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your programme, library services, IT, student services and Students Union. You will also meet, and have a number of sessions, with your personal tutor to make your academic transition as smooth as possible.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.

For those in Halls of Residence, don't forget to check out the programme offered through the [Residence Life Team](#).



5. Draft Timetable / Typical Attendance

Unfortunately, we are not in a position to provide you with an accurate timetable at this time and we apologise for any inconvenience this may cause. You will receive your full timetable during induction week, but in the meantime you may find the following information helpful.

Typically you would be required to attend university up to four days a week for lectures and seminars, with one day in the week left clear for study, part time work and volunteering. However with the issues arising related to Covid-19 and social distancing, there will be less on campus teaching than in normal circumstances. Further details of course delivery can be found in the Programme Updates in the next section.

Teaching sessions are scheduled between 9:00 and 17:00 wherever possible, however occasionally teaching may go up until 18.00. On average there are approximately 12 hours per week of formal scheduled teaching, you are expected to spend at least this amount of time again each week reading around subjects, preparing for seminars, completing assignments and preparing for exams (when applicable).

Also as all modules only run for one term, your timetable in the autumn term will be different to that of the spring term. We endeavour to balance the time spent in lectures and seminars each term, although depending on your study options this is not always possible so there may be a small variance on hours between one term and the next.



6. Changes to the Course due to COVID-19

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

<https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx>

Some of your induction is likely to be delivered online, sometimes using Microsoft Teams. We recommend that you download the app to your phone, or visit the website in a browser to familiarize yourself with how to use this platform.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>



7. Useful links

[Timetable](#)

This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available.

[Global Engagement](#)

Advice and support for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions -

[http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-\(COVID-19\).aspx](http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx)

[Additional Course Costs](#)

Additional costs are the mandatory or optional expenses, additional to tuition fees that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.

[Accommodation](#)

Student residential contracts will start on 28th September 2020. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an e mail letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1st term, information of which will be sent to you by Accommodation when confirmed.

[Student Services](#)

For help during your time with us in relation to your health, welfare, lifestyle and future career. The aim is to provide you with all the support you need to ensure your studies are as enjoyable and successful as possible. Services also include counselling, disability and chaplaincy.

[Student Finance](#)

For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.

[Cardiff Met Sport & Facilities](#)

[Cardiff Met SU](#) including SU Societies, SU Sports Clubs and the ability to access independent advice and support

[Term Dates](#)



[Campus Maps, Bike Shelters & Met Rider](#)

Cardiff Met offers its own bus service called the Met Rider, for more information and to access the application please refer to www.cardiffmet.ac.uk/MetRider. We also have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.

[Virtual Tours](#)

Have another look around our campus and facilities with our guided virtual tours

[Student Handbook](#)

[Academic Handbook](#)

[Admissions Policy](#)

[Frequently Asked Questions](#)

[Complaints](#)

