

SQA Work Experience Events Task

Section 1

Personal Details

Please include your details so that we know who has completed the task.

What is your name?

Please include your first and last name

What school do you attend?

Please include the full name of your school

Section 2

Event Venue Research

Use the internet to research one venue from the list below to investigate if it could be used to host an event held by SQA. Answer the questions about the venue.

Potential Venues to host an event:

- GTG Edinburgh
- Crowne Plaza Glasgow
- Doubletree Edinburgh Airport
- Stirling Court
- The Carlton
- Radisson Blu Edinburgh

This information is used by the events team to create briefing notes for speakers attending the event.

1. Venue Name

2. Location?

Address, postcode or link to google maps

3. Is there access to public transport close by?

4. Meeting Rooms

Total number, names & capacities

5. Total number of bedrooms in the hotel?

If available

6. Business Facilities available

Section 3

Reflective Diary

Think back to what you read about the area and the task that you were asked to complete and then answer the following questions.

1. What skill within an events team do you think is the most valuable? Do you use this skill just now in anything you do at school or outside?

2. Would you like to work within the events industry? How has this module shaped your decision?

3. Please use the space below to make a note of any other thoughts you have had about the events teams within SQA.