

Ways and Means Work Experience KS2

Welcome to Ways & Means.

We are very happy that you have chosen to spend your virtual work experience with us.

At Ways and Mean, we make events happen. People come to us with ideas – big or small – and we help turn those ideas into real, safe, fun and successful events.

Here is what our team does every day:

- • Helps plan events from the very beginning
- • Gives health and safety advice so everyone stays safe
- • Works with venues to make sure everything fits and runs smoothly
- • Talks to contractors (like stage builders, lighting teams and caterers)

Event planners need to be organised, creative, calm and great at solving problems.

During your virtual work experience, you'll take on three tasks that will help you think like a real event planner.

When you have finished your tasks and your teacher is happy with your work, you will have completed your Ways and Means work experience.

Best wishes,
The Ways and Means team.



Starter Task – Spot the safety risks

Your goal:

Understand why safety is important when planning events.

What to do:

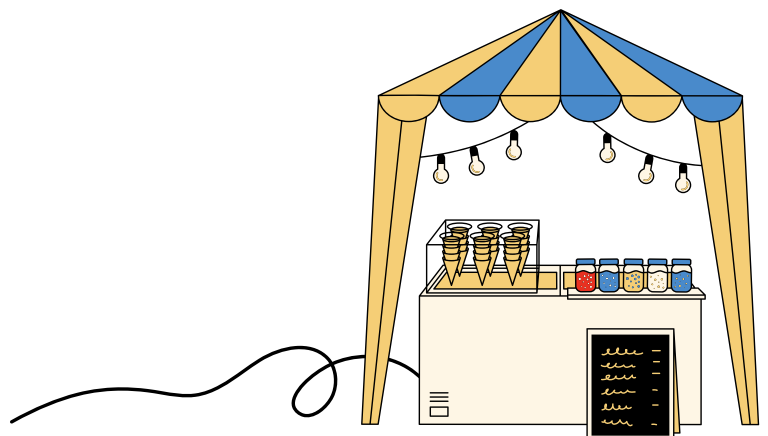
1. Read the list below of things happening at a pretend outdoor event:

- • Wires lying across the floor
- • A stage with no railings
- • A food stall with hand-wash nearby
- • A speaker tower standing on soft grass
- • A sign showing where the exits are

2. Decide which of the above might be unsafe.

3. Next to each unsafe items, write down why it's a problem.

4. Consider how each problem could be fixed.



Starter Task – Dog Facts Detective!

Helpful vocabulary

Risk – something that could cause harm

Safe – protected from danger

Equipment – tools or objects used at an event

Hazard – something unsafe

Sentence starters

This is unsafe because...

This could affect someone or a group of people because...

This could be fixed by....

This is a problem because...

Example

The wires could be fixed by tidying them away using cable clips or a cable cover so no one trips over them.

Main Task – Venue communication challenge

Your goal:

Practise speaking kindly and confidently to someone who may feel lonely.

What to do:

Imagine you are sending a friendly, professional message to a venue to check if it is suitable for an event.

Write a short message that includes:

1. What type of event you want to run
2. How many people you expect
3. One question about safety
4. One question about equipment (lighting, sound, tables etc)
5. A polite ending

Suggested search prompts:

- 'different events event planners organise'



Main Task – Venue communication challenge

Helpful vocabulary

Venue – the place where an event happens

Permission – being allowed to do something

Capacity – how many people a place can hold

Respect = treating people kindly and politely

Sentence starters

I am writing to ask....

Could you please tell me...

We hope to...

Thank you for your help...

Example

Hello, I'm planning to run a small community music evening and expect around 30 people to attend.

Could you tell me what safety measures are needed for an event this size? I'd also like to ask what equipment, such as lighting or speakers, will be available.

Thank you very much!

Extension Task – Turn an idea into an event

Your goal:

Use the Ways & Means saying: 'We take your ideas and make them a reality'.

What to do:

1. Choose one idea below (or make up your own):

- A children's book festival
- • A local community picnic
- • A charity pet show
- • A sports celebration day

2. Answer these three questions:

- • What would the event look like?
- • Who would be involved? E.g. performers
- • What help would you need from Ways & Means e.g. equipment, safety advice

3. Draw your event.



Extension Task – Turn an idea into an event

Helpful vocabulary

Exhibitor – a person or group showing something at an event

Contractor – someone hired to help (lighting, food, etc)

Budget – the amount of money you can spend

Schedule – a plan that shows when things will happen

Sentence starters

My event is...

Ways & Means would help by...

People involved would include...

We would need...

Example

There would be blankets, food tables, and games in the park, with families and local musicians taking part. We would need help with tables, tents, and safety advice from Ways & Means.