Event Planning Report for 80s 90s Party

Event Overview

Event Name:	80s & 90s Party
Event Type:	Live Music Charity Event
Concept:	Nostalgic retro party with live bands, raffle, themed décor, and fundraising for Swansea Mind

Theme: A theme gives an event structure and makes it feel more organised, especially with decorations, which boosts guest engagement and enjoyment (Beecroft, 2020). The theme is 80s and 90s which is expressed through the decorations and bands playing covers from that era. Research shows that nostalgia strongly influences music preference which is why retro music is being used to appeal to the target audience and enhance their experience (Davies et al., 2022).

Timing, Location and Programme

Date & Time:	13th March 2026, 7:30pm

Venue:	Bunkhouse, 24 Park Street, Swansea, Wales SA1 3DJ

Event Programme:

An event programme is important because it provides a clear, structured overview for attendees and supports smooth event delivery. (Allen & Harris, 2008). We chose to have the Live Music Society perform when people arrive to create an immediate sense of welcome and excitement and enhance the event atmosphere (Getz & Page, 2020). Each band has a 30-minute slot to ensure equal performance time, with 15-minute changeovers for smooth transitions. The raffle will run on the small stage between sets to fit logistical needs and keep guests engaged during breaks.

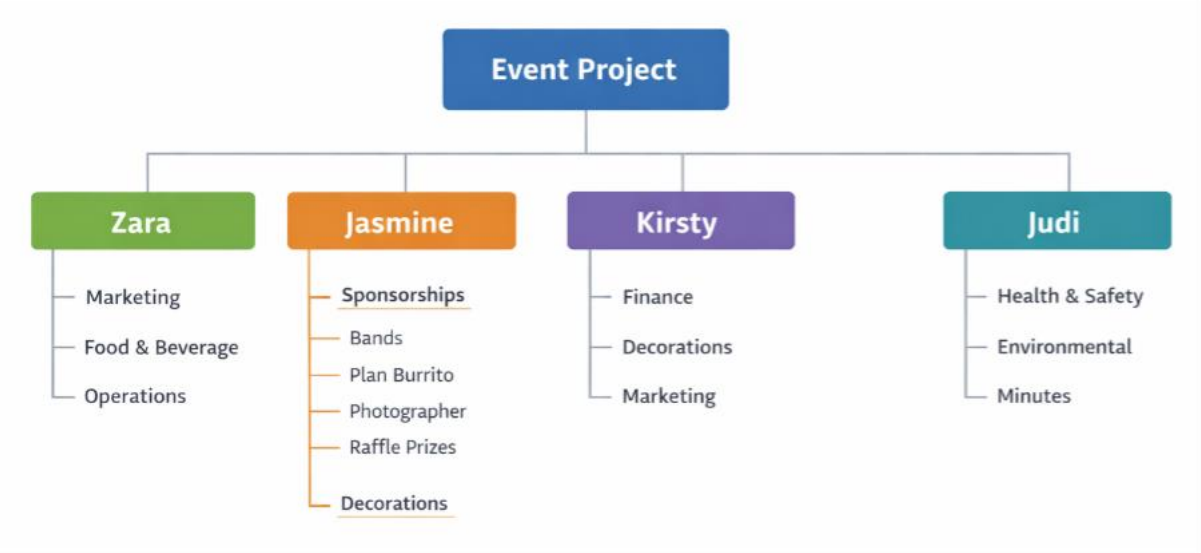
Aims and Objectives

Focus Area	Description
Overall Aim:	To deliver a nostalgic 80s and 90s themed live music event that brings the community together while raising awareness and funds for Swansea Mind.
Objective 1:	To raise at least £100 for Swansea Mind through raffle sales by 10pm on the 13th of March.
Objective 2:	To get at least 75 tickets sold for the 80s and 90s fest by the 10th of March.
Objective 3:	To set up all decorations by 6.30pm.

Aims and objectives are important for an event because they clarify the event's purpose, guide planning decisions, and provide measurable criteria for evaluating success (Carmarthenshire County Council, 2025). These particular objectives are important to me as they encompass my roles as sponsorships and decorations ensuring that I can contribute effectively to the events success.

Project Planning

Work Breakdown Structure:

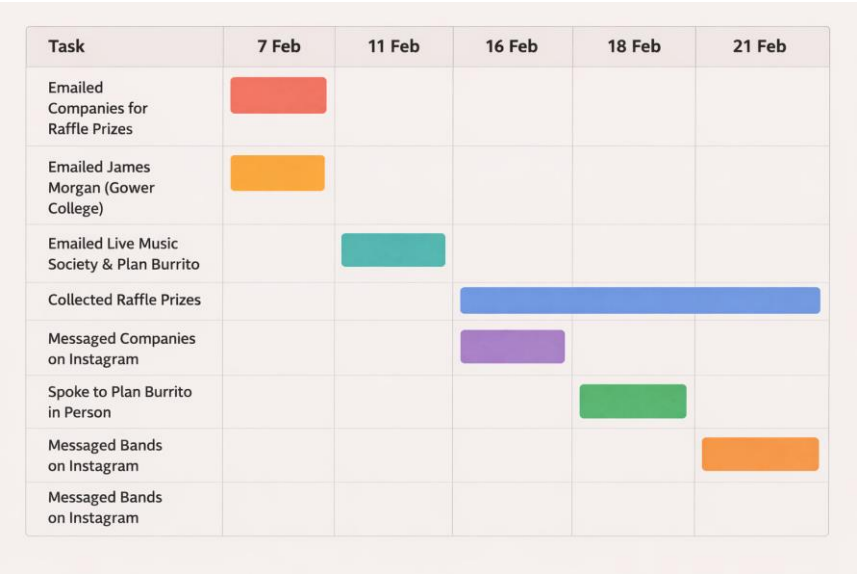


A work breakdown structure is a hierarchical tool that divides an event into smaller, manageable tasks to improve planning and control (Burke, 2018). My roles in the structure are sponsorships and decorations.

In my sponsorship role, securing bands helps create the right atmosphere and attract more attendees, organising raffle prizes boosts engagement and fundraising, and working with external partners like the photographer and Plan Burrito improves the event's overall quality; together, these responsibilities strengthen our ability to attract attendees, raise funds and deliver a memorable event experience (Prahalad & Ramaswamy, 2004; Getz, 2012; Getz & Page, 2020; Bowdin et al., 2023; Cornwell, 2020).

Decorations are important because they help bring the 80s and 90s theme to life, set the atmosphere for everyone attending, and make the event look more professional and well-put-together (Bowdin et al., 2011).

Gantt Chart



This Gantt chart shows the timings of when I completed key tasks for the event. A Gantt chart is a timeline that shows what tasks need doing and when and help teams visualise timelines, key tasks, and roles, making it easier to coordinate and monitor progress across events (Bowdin et al., 2011) (Wadhwa, 2024) (Gantt, 1910). Emailing the companies early was important because it allowed time to secure prizes and switch to Instagram when the responses were slow. Messaging the bands in advance and meant they had time to get back to me, so I could secure a good lineup. The Gantt chart was important for my event because it helped us keep track of what everyone was doing, made sure tasks were finished on time and made it easier for the team support each other when someone was struggling with their responsibilities.

<u>Running Order</u>

An exact running order is important because it ensures tasks are done on time, reduces confusion about roles, and supports smooth team coordination (Bowdin et al., 2011). Staff will start setting up at 4:30pm, giving us three hours to get everything ready before the event starts. Bands will arrive between 5pm and 6pm for sound checks so they are ready to perform before doors open. Doors close at 11:20pm, around twenty minutes after the last band finishes, giving guests time to finish their drinks without feeling rushed. All staff will leave at 12, which gives us forty minutes to tidy up and close the venue properly.

Embok Domains:

EMBOK Domains and Team Responsibilities

EMBOK Domain	Tasks	Who Did It
Administration	• Financial planning and budgeting	Kirsty
	• Planning and organising bands and raffle prizes	Jasmine
	• Planning the risk assessment and emergency actions	Judi
	• Planning and overseeing the whole event	Zara
	• Planning decorations	Kirsty & Jasmine
Coordination	• Coordinating information through minutes and documentation	Judi
	• Coordinating bands and raffle prizes	Jasmine
	• Coordinating the whole event	Zara
	• Logistics	Zara
Design	• Event theme	Whole group
	• Decorations	Kirsty & Jasmine
	• Entertainment (bands)	Jasmine
	• Branding	Zara & Kirsty
Marketing	• Promotion	Kirsty & Zara
	• Sponsorship	Jasmine
	• Audience engagement	Kirsty & Zara
Operations	• Venue general setup	Zara
	• Venue decoration setup	Kirsty & Jasmine
	• Safety and security	Judi & Zara
Risk	• Identifying, assessing, and mitigating risks	Judi

This table shows how our teams responsibilities were divided across the EMBOK domains. EMBOK Domains is a structured framework made up of five areas which are administration, design, marketing, operations and risk and helps event organisers plan and manage events effectively, strategically and professionally (International EMBOK Executive, n.d.) (Silvers 2020) (Singh and Choudhary, 2023). Our team found it useful because it showed exactly what each person in the team was doing clearly so everyone could get on with their individual roles.

Market Research and Target Audience

Market Segments:

Market Segment is a group of customers who have similar characteristics, needs or behaviours. Knowing this allows event organisers to tailor the event experience and marketing to the specific preferences of different attendee groups, improving attendance, engagement and event effectiveness. It directly impacts decisions about marketing, pricing and music (Kotler and Armstrong, 2022). The market segments for this event are students, people who grew up in the 80s and 90s and fans of live music. The marketing is mainly done through social media as it appeals to students, and the pricing is £10 as it is what students can afford. The music appeals to the older audience as it gives them nostalgia.

Competitor Analysis:

Competitor analysis is evaluating similar events to understand their strengths, weaknesses and market position which helps organisers improve and refine their events (Kotler & Armstrong, 2022) (Allen & Harris, 2008). There are many different events which the 80s 90s party will compete with. The Sovereign Masquerade Ball targets the same student audience but is more formal whereas our event is more nostalgic and relaxed. However, it is still crucial to be aware to schedule it on different nights and not make the event too expensive because they will be buying tickets for both events. Bunkhouse gigs are also competition however their gigs are only catered around music rather than a theme and have a different audience base. Environmental scanning shows that although student nightlife is busy, not a lot of events combine nostalgia, interactivity and charity fundraising (Getz, 1997).

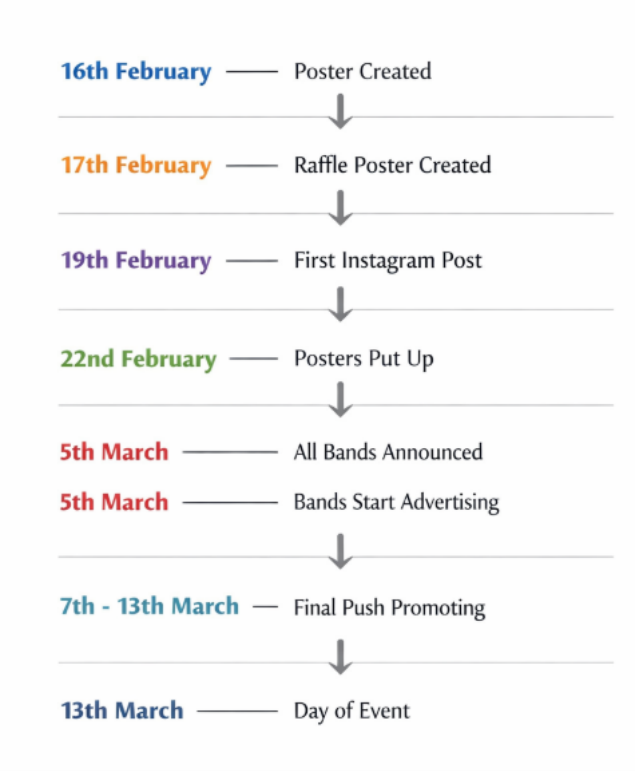
Consumer Preferences:

Understanding customer preferences is vital to an events success as it allows event organisers to plan the event with their audience in mind which leads to high guest satisfaction (Getz & Page, 2020). Research shows that age and nostalgia strongly influence music preference, which explains why people who grew up with 80s and 90s music are especially drawn to it, which is why we will be this using retro music and themed decorations to create a nostalgic atmosphere at the event (Davies et al., 2022). Students also value events that help them feel connected, and live experiences can strengthen social bonds (Rickard et al., 2025).

Event Marketing Plan

Marketing Channels: It is important to that we market for the all the different types of attendees because different marketing appeals to different groups and targeted marketing increases engagement and event success (Getz & Page, 2020). Instagram will appeal to the student audience through Instagram posts and the bands sharing it. Students naturally engage with Instagram visuals posted by their peers, and they are more likely to spread this content if it captures their attention which is the perfect platform to market the event (Kaplan & Haenlein, 2010). Posters will attract older audiences through the raffle posters and the posters advertising the event. Posters reach a further audience and targeted audience in Swansea rather than generalised on social media and an older audience is more likely to engage with a poster than social media (Kotler & Keller, 2016).

Marketing Timeline:



A marketing timeline is useful in event planning because it creates a clear structure and helps organise what needs to be promoted and when, ensuring nothing gets missed in the build-up to the event (Allen et al., 2011).

Key Messages and Branding:

Product: Nostalgic live music experience and raffle extravaganza supporting Swansea Mind

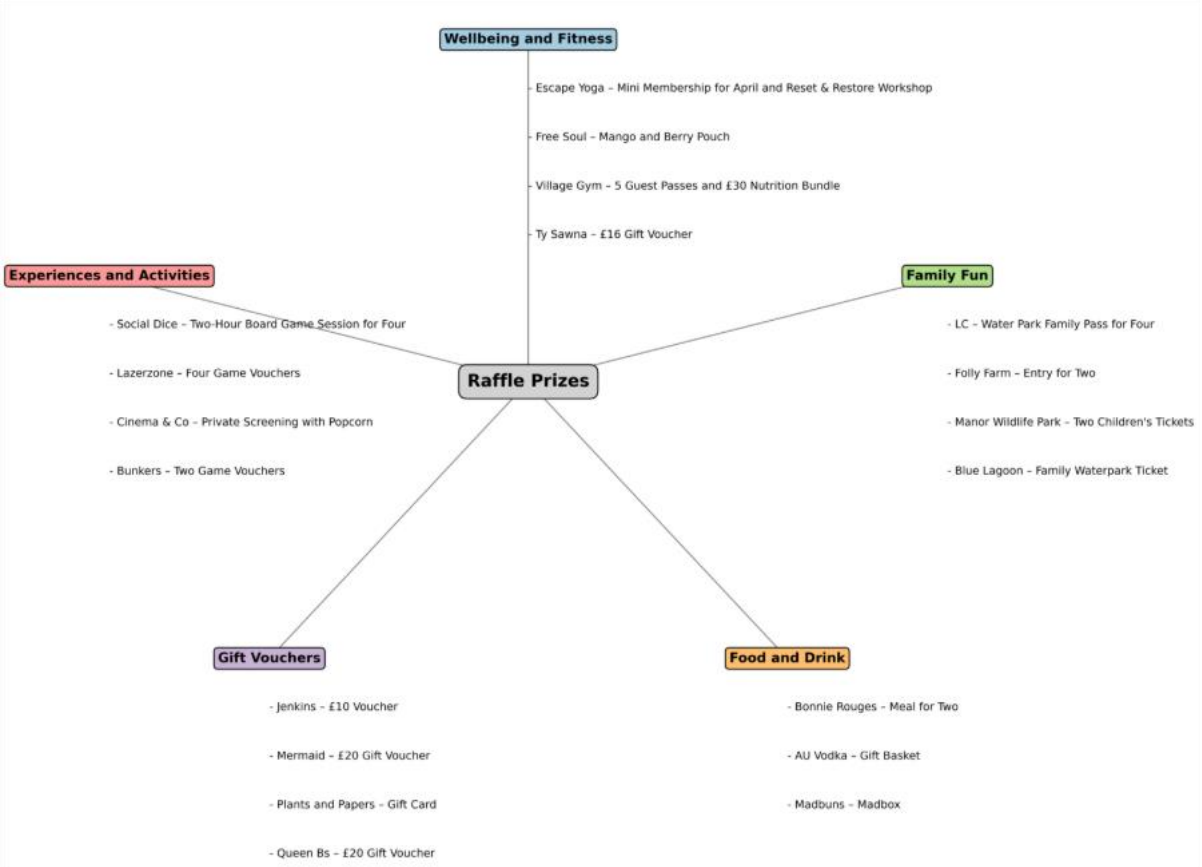
Price: £10 for a ticket and 50p for a raffle ticket

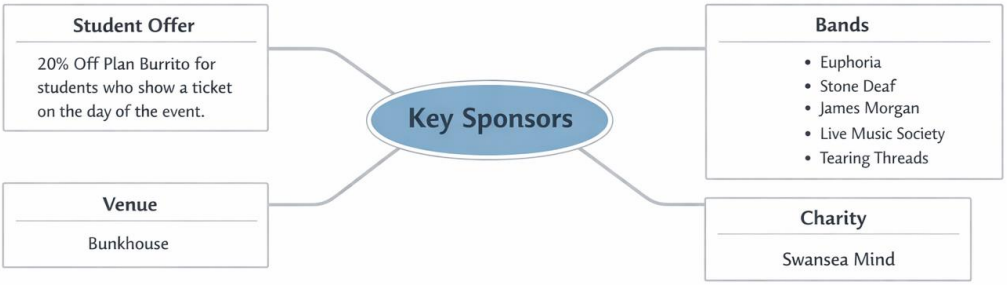
Place: Bunkhouse

Promotion: Instagram and Posters

Key messages and branding are important because it helps audiences understand an events purpose and what it's about making the promotion memorable and overall, more professional (Gertz & Page, 2020). Our key messages focus on nostalgia, togetherness, live-music energy, and supporting Swansea Mind. The branding uses retro visuals and upbeat marketing to create a fun and memorable identity that appeals to students and older audiences (Shone & Parry, 2010).

Sponsorship:





The mind maps above show all of the key sponsors for the event. They will all be promoted through the Instagram. Promoting the bands is essential for event marketing as it promotes artist visibility and helps strengthen audience engagement and ticket sales (Masterman, 2009). Gaining sponsorships was important because they contributed to the events success through enhancing its appeal through all the bands and the fundraising aspect, resources through the raffle prizes and community impact (Soteriades, 2013). We chose to use mainly Swansea based raffle prizes to gain exposure for local businesses.

Budget and Financial Plan

Projected Income: The tickets for the event are £10 per person and the raffle tickets are 50p per ticket. Currently, we have made £110 from 11 ticket sales however we expect to get at least £400 by the event date. The raffle has made £25 for Swansea Mind which we expect to increase to at least £100.

Expected Expenditure:

Venue & Equipment: £0

Marketing & Promotion: £25 from printing costs

Staffing & Security: £0

Catering & Logistics: £10

Decorations: £169

External Suppliers:

Raffle Prizes

LC	Water Park Family Pass for four people
Essape Yoga	Mini Membership (April) + Reset & Restore Workshop
Bonnie Rouges	Meal for Two People
AU Vodka	Gift Basket (Ice Buckets, Bottles, Glasses)
Social Dice	Two-Hour Board Game Session for Four
Lazerzone	Four Games Vouchers
Folly Farm	Entry for Two People
Jenkins	£10 Voucher
Free Soul	Mango and Berry Pouch
Village Gym	5 Guest Pouches & £30 Nutrition Bundle
Ty Sawna	£16 Gift Voucher
Cinema & Co.	Private Screening with Popcorn
Mermaid	£20 Gift Voucher
Plants and Papers	Gift Card
Manor Wildlife Park	Two Children's Tickets
Bunkers	Two Games Vouchers
Queen Bs	£20 Gift Voucher
Madbuns	Madbox
Blue Lagoon	Family Waterpark Ticket
Live Bands	Dylema
	James Morgan
	Tearing Threads
	Live Music Society
	Euphoria
	Stone Deaf
Venue	Bunkhouse
Food Vendor	Plan Burrito
Charity Partner	Swansea Mind

The price needed to stay low as it was a student event which meant that we had to stretch our limited budget throughout the event. The bands were promised a free drink

each which came to £2.50 per person spending around £18.50 on four bands. The raffle prizes were donated for free as all the raffle prize money is being donated to Swansea Mind. Students don't have a lot of money and have four events to buy tickets for which is why everything is set at a reasonable price.

Risk Assessment

Group Risk Assessment

Hazard / Risk	Potential Impact	Control Measures
Overcrowding near the stage or dance floor	Risk of pushing, falling, or injuries	Monitor venue capacity and manage crowd flow using event stewards
Electrical equipment from the live band	Risk of electric shock or fire	Ensure all equipment is safely installed and regularly checked
Loose cables and wires	Trip hazards for guests and staff	Secure cables using tape or cable covers and keep them away from walkways
Loud music levels	Possible hearing discomfort for guests and staff	Monitor sound levels and maintain safe volume levels
Slippery floors from spilled drinks	Risk of slips and falls	Clean spills immediately and regularly monitor the dance floor area
Blocked emergency exits	Unsafe evacuation during emergencies	Ensure all emergency exits remain clearly marked and unobstructed
Poor lighting in corridors or entrances	Risk of trips and accidents	Ensure adequate lighting throughout the venue
Medical emergencies	Injury or illness during the event	Provide a first aid kit and ensure a trained first aider is present
Crowd movement during peak times	Congestion and potential safety issues	Use security staff or stewards to guide and manage crowd movement

Bunkhouse Risk Assessment

THE BUNKHOUSE
MUSIC VENUE

ADVANCING INFORMATION & RISK ASSESSMENTS

Thank you for scheduling to play at The Bunkhouse. Please see below advancing information for your show at The Bunkhouse Swansea. This document should contain everything you need to know ahead of your arrival. Please also read over the venues risk assessments for promoters & artists. If you require any additional information pre-show, please contact jordan@thebunkhouseswansea.com who will be able to assist.

Advance Sheet & Info		
80s / 90s Night UWTSD		
Name of Person Advancing:	Jordan McGuire	
Date of Show	13/03/2026	
Venue	The Bunkhouse Music Venue	
Venue Address	24, Park Street, Swansea. SA1 3DJ	
Venue Capacity	**225 (Sellable)**	
Venue Contact	**Name**	Benjamin Eagle
	Email	
	Contact Number	07944 709638
In-House Sound Team	**Name**	Kalebh Speakman
	Email	sound@thebunkhouseswansea.com
	Contact Number	-
Promoter	**Name**	UWTSD Students - Zara Pearce
	Email	zaramaypearce@outlook.com
	Contact Number	
Show Rep	**Name**	Zara Pearce
	Email	
	Contact Number	
Show Notes		

THE BUNKHOUSE
MUSIC VENUE

Load in Information	Main entrance to the venue is on Park Street, Swansea. However for load in, please use stage doors on Kingsway, Swansea SA1 5HN (W3W: ///tips.organs.drives). There is a loading bay directly outside the stage doors. Please have a member of your party call the show rep or come to the main entrance on Park Street to speak to a member of the team who will let the team know you are there to load in. They will then open the stage doors for you.
Parking Information	There is no parking available at the venue, all vehicles will need to be moved after loading is complete. Please find a list of closest parking options below. **Please do not use NCP car parks, these close at 9pm.** **- Pell Street (suitable for splitter vans)** **Post Code:** SA1 3ES **What 3 Words location:** https://what3words.com/super.locals.glory **Distance from venue:** 1 minute walk **Height Restriction:** None **Cost:** £5 for 24h **- Craddock Street (suitable for splitter vans)** **Post Code:** SA1 3HE **What 3 Words location:** https://what3words.com/pushy.cloth.shop **Distance from venue:** 1 minute walk **Height Restriction:** None **Cost:** £1 per hour, free after 6pm **- Northampton Lane (suitable for splitter vans)** **Post Code:** SA1 4EW. **What 3 Words location:** https://what3words.com/decide.haven.plug **Distance from venue:** 4 minute walk **Height Restriction:** None **Cost:** £5 for 24h

THE BUNKHOUSE
MUSIC VENUE

Venue Access	**Time**	4.30pm
Load In	**Stone Deaf**	4.30pm
	LMS	5.15pm
	Tearing Threads	6.00pm
	James Morgan	6.00pm
	Euphoria	6.00pm
# Of Local Crew	**In**	-
	Stopover	-
	Out	-
Soundcheck Times	**Stone Deaf**	5:15pm
	LMS	5:45pm *approx*
	Tearing Threads	LINE CHECK
	James Morgan	LINE CHECK
	Euphoria	LINE CHECK
Doors	**Pre-Gig Bar**	6:00pm
	Main Room	7:00pm or 15 mins before first act.
Stage Times	**LMS**	7:20pm - 8:00pm
	Tearing Threads	8.15pm - 8.45pm
	James Morgan	9.00pm - 9.30pm
	Euphoria	9:45pm - 10.15pm
	Stone Deaf	10.30 - END
Curfew	11:00pm for live music	
Clubnight Load Out	**N/A**	
Guestlist Allocation	To be confirmed with show promoter before show	
Accommodation Details	**N/A**	
Backline (In-House) (If you require in-house backline, you must let us know at least 48hrs in advance)		2xGuitar Cabs, 1xBass Cab, 1xBass Head & drum shells can be provided by venue if required. Acts will require their own breakables (ALL stands, stool, cymbals etc) / heads or guitar combos.
Dressing Rooms	**Lockable**	Yes (via key code, 666333#)
	Access to Stage	No
	Toilets	Yes, on second floor above dressing room

THE BUNKHOUSE
MUSIC VENUE

Stage Size		
Risers	Upstage half risen	
Security	Yes	
Merchandising	**Area**	Near sound booth. Light and sockets provided
	Fee	None (Fee only if we provide vendor)
	Vendor	Self vend - band responsible for sales.
WiFi	BHNetwork1	
WiFi Password	Bunkhouse63	
Fee Settlement	If settling in-house, fees to be paid after show completion, please submit the following form for us to process your payment (if unsure on fee, ask us): https://tinyurl.com/bunkhousesettlement	
Band Details	**Number of Artists**	2
	Number of Crew	-
	Touring Vehicle	-
Tour Manager or Production Contact	**Name**	-
	Mobile Number	-
	Email Address	-
Management		-
Booking Agent		
Record Label		-

THE BUNKHOUSE
MUSIC VENUE

Further information:

Load In:

- You can find our stage doors on Kingsway, Swansea. There is a loading bay directly outside these doors where you will find step-free access straight to the stage. Alternatively load can be via our main doors on Park St, however there is 7 steps to the main gig room this way. For usage of stage door, please either call venue rep when outside or come to the main doors and speak to a member of the team.

MAIN DOORS (PARK ST)

STAGE DOORS (KINGSWAY)

Curfew:

- Our standard live music curfew is 2300. This is to be adhered to at all times.

Dressing Rooms:

- We have two dressing rooms available, the main dressing room which is strictly to be used by touring headline acts only, unless otherwise agreed by venue management. This dressing room includes an ice machine, TV, kettle and sofas.
- We also have a breakout room suitable for supports.

Backline:

- We pride ourselves on having a decent in-house backline at The Bunkhouse, however this can only be used when agreed in advance with venue management The venue will **not** provide basic backline equipment unless discussed at the point of booking with the venue. If the venue's backline needs to be used, this will incur additional costs and any damages will be charged to the act.

THE BUNKHOUSE
MUSIC VENUE

ARTIST & BAND RISK ASSESSMENT

Hazard	Risk	Risk Factor	Control Measures
Electrical Equipment	Electric shock or equipment malfunction	High	- Ensure all electrical equipment is tested regularly. - Provide proper training on equipment use. - Keep liquids away from electrical equipment.
Stage Hazards	Falls from the stage, collisions with equipment	Medium	- Ensure the stage is well-lit and edges are clearly marked. - Maintain clear pathways and ensure equipment is securely positioned. - Provide artists with information on venue layout and hazards.
Noise Exposure	Hearing damage from high sound levels during performances	Medium	- Provide ear protection to artists. - Monitor and manage sound levels.
Security and Crowd Management	Injury from over-enthusiastic fans or security incidents	High	- Have a trained security team in place when large crowds are expected. - Provide clear protocols for dealing with security incidents (Show stops etc).
Manual Handling	Injuries from lifting heavy instruments or equipment	Medium	- Provide manual handling training. - Provide trolleys or other equipment to assist with moving heavy items. - Encourage team lifting for heavy or awkward objects.
Travel and Transportation	Injuries or delays related to travel and transportation	Low	- Ensure vehicles are maintained and suitable for transporting equipment. - Plan travel routes and allow ample time for travel.
Health and Well-being	Fatigue, stress, or health issues due to demanding schedules	Medium	- Ensure adequate rest breaks. - Provide access to water. - Provide access to private toilet and area away from public. - Offer support for health and well-being issues.

THE BUNKHOUSE
MUSIC VENUE

EXTERNAL PROMOTERS RISKS

Hazard	Risk	Risk Factor	Control Measures
Event Management	Mismanagement leading to disorganisation, delays, or safety issues	Medium	- Develop a detailed event plan. - Ensure clear communication with venue staff and artists. - Conduct pre-event briefings.
Marketing and Promotion	Overcrowding due to excessive promotion	Medium	- Monitor ticket sales and venue capacity. - Provide clear information on event capacity and ticket availability.
Financial Risks	Financial loss from low ticket sales or high costs	Medium	- Create a detailed budget and monitor expenses. - Implement effective marketing strategies.
Legal Compliance	Non-compliance with licensing, copyright, or other regulations	Medium	- Ensure all necessary licenses and permits are obtained. - Comply with copyright laws and contractual agreements.
Reputation Management	Damage to reputation from poor event execution	Low	- Ensure high-quality event execution. - Address issues promptly and professionally.
Contractual Disputes	Disputes over terms, payments, or responsibilities	Low	- Use clear and detailed contracts. - Communicate openly and resolve disputes amicably.
Security and Safety	Safety incidents affecting promoters, staff, or attendees	High	- Coordinate with venue security. - Conduct risk assessments for each event. - Provide clear safety instructions.

THE BUNKHOUSE
MUSIC VENUE

COMBINED RISKS FOR ARTISTS, BANDS & EXTERNAL PROMOTERS

Hazard	Risk	Risk Factor	Control Measures
Fire Safety	Injury or fatality in the event of a fire	High	- Maintain clear and accessible fire exits. - Ensure fire detection and suppression systems are functional. - Conduct regular fire drills and provide clear instructions.
Emergency Procedures	Delayed or ineffective response to emergencies	Medium	- Develop and communicate emergency procedures. - Conduct regular drills and training.
Health and Safety Compliance	Non-compliance with health and safety regulations	Medium	- Ensure all activities comply with health and safety regulations. - Conduct regular health and safety audits.
Communication	Miscommunication leading to misunderstandings or errors	Medium	- Establish clear communication channels. - Hold regular meetings and briefings.
Insurance	Inadequate insurance coverage for events or activities	Medium	- Ensure appropriate insurance coverage for all events and activities. - Review and update insurance policies regularly.

Personal risk assessment based on roles

Hazard	Risk	Control Measures
Incorrect use of adhesives or tape on walls	Damage to venue surfaces or falling decorations if adhesives fail	Use venue-approved fixing methods and test adhesion before the event opens.
Low-hanging decorations	Attendees may bump into them, causing minor injury or damaging the decorations	Ensure all decorations are positioned above head height and securely fixed.
Equipment failure (e.g. amps, cables, instruments)	Delays, safety hazards, or reduced performance quality	Encourage bands to bring backup equipment, ensure venue equipment is tested, and have a technician available.
Bands arriving late or not attending	Disruption to schedule, reduced audience satisfaction	Confirm arrival times in advance, maintain regular communication, and have a flexible running order.
Mishandling or loss of raffle prizes	Reputational damage, disappointed winners, financial loss	Store prizes securely, keep an updated inventory, and assign one team member to *oversee prize management.*
Errors in ticket sales or winner allocation	*Complaints from attendees or perceived unfairness*	Use numbered tickets, double-check draws, and have two team members verify winners.
Congestion around the raffle table	Blocked walkways *or minor crowding*	Position the table away from entrances/exits and use signage to manage queues.

Risk assessments are crucial because they help prevent problems before they occur by identifying hazards and putting controls in place to keep the event safe and professional (Bladen et al., 2012). It's important for each group member to have their own risk assessment so they understand the specific hazards and emergency actions related to their role, it is also important to have a group risk assessment for smooth coordination and having the venue's risk assessment is also essential because it shows what safety measures are already in place and what the staff are trained to do.

Contingency Planning

	Plan	Reason
1. Alternative Venue – *Dylan Thomas Centre*	If Bunkhouse becomes unavailable (e.g., technical issues, staffing problems, safety concerns), the event will relocate to the Dylan Thomas Centre.	Having a pre-identified backup venue ensures continuity and prevents cancellation, reducing operational and reputational risk, and as the DTC is directly linked to the university, it is *easy to get hold of.*
2. Key Supplier Failure – *Bands Not Showing*	If one or more bands fail to attend, the remaining performers will have extended setlists, and *break times will be longer to maintain the schedule.*	This maintains audience engagement and avoids gaps in the programme, ensuring the event *still runs smoothly without appearing disorganised.*
3. Crisis Communication – *Managed by Zara*	Zara will handle all public-facing communication, including social media updates, announcements, and responses to attendee concerns.	As the person already responsible for social media and *logistics*, Zara can provide fast, consistent messaging, which is essential for maintaining trust and preventing *misformation* during disruptions.

A contingency plan is important because it helps events to respond effectively and with a plan to any unexpected issues, minimising operational, financial, and safety impacts (Hopkin, 2018).

Evaluation Plan

KPI
Reach the target of £100 raised for Swansea Mind through raffle sales
Sell 40 tickets by the 13th of March
The bands get good feedback on the *post-event evaluation survey*

Post-Event Surveys: As the event finishes, they will be able to scan a QR code with ten questions reviewing the event's success, atmosphere, and organisation

KPI: Reach the target of £100 raised for Swansea Mind through raffle sales

KPI: Sell 40 tickets by the 13th of March

KPI: The bands get good feedback on the post-event evaluation survey

Attendance Measuring: Keep a track of how many tickets are scanned to confirm actual attendance

Debrief Meeting: After the event the team will meet to review the event using a SWOT analysis to identify anything that was a strength or could be changed in the next event

Evaluating an event is important because it helps organisers measure success, identify areas for improvement, and make sure future events are more effective and successful (Event Management Institute, 2024).

Sustainability & Event Legacy

Sustainability Considerations: Prioritised local businesses when asking for raffle prizes with only a few from Pembrokeshire

New Economics and Legacy: Created awareness for Swansea Mind and brought new people to the Bunkhouse who hadn't been before which is helping local businesses

Event Impacts: Increases the bands visibility and audience and helps us as the organisers learn important skills in event organisation through hands on learning (Bowdin et al., 2011)

Sustainability in events reduces environmental impact, supports long-term economic viability, and improves social responsibility within the community making events more future focused (Holmes & Mair, 2020)

Key Areas

Staff Rota:

Event Staff Rota

Time	Staff / Group	Task
4:30 pm	Judi, Zara, Jazz, Kirsty, First-year students	Arrive and begin event setup
4:30 pm	Stone Deaf	Band load-in and equipment setup
5:15 pm	Live Music Society	Band load-in and sound setup
6:00 pm	James Morgan & Euphoria	Band load-in and equipment setup
6:30 pm	Photographer	Arrives and sets up photography equipment
7:20 pm	Door Staff	Begin managing entry and scanning tickets

Division of work responsibilities

After completing the Belbin Team Roles questionnaire, I identified as an Implementer, an action-oriented role characterised by reliability, efficiency, and the ability to turn ideas into practical tasks (Belbin, 2026). This aligns strongly with how I approached my responsibilities throughout the project. For example, when organising the raffle, I created a structured list of businesses to contact and systematically worked through it. If I did not receive a response within a week, I followed up through Instagram, which ultimately secured the majority of our raffle prizes.

A similar approach was used when securing bands. After emailing Gower College with no reply, I adapted quickly by reaching out directly to local bands on Instagram, which resulted in securing all performers for the event. When collecting raffle prizes, I again relied on clear planning by listing what needed to be collected and organising how and when I would collect each item. This consistent, task-focused method reflects the strengths typically associated with the Implementer role.

Evidence

<u>Email Correspondence</u>

Live Music Society

UWTSD Event Inbox ×

Jazz Robinson <robinsonjasmine791@gmail.com> Wed 11 Feb, 21:38
to livemusic

Dear Live Music Society,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if you knew any bands who would be willing to play?
Many Thanks
Jasmine Robinson

Hi Jasmine,

Thanks for reaching out to us, we'd absolutely love to be involved with this! We don't know of any bands already existing in the society that specifically play stuff of that era. That being said we'd be more than willing to put together a group or two to play some 80s and 90s songs for the night - there's plenty of people I know that would be willing to have some fun with it!
We could promote the gig to our lot for you too, if you'd like?
If you could let me know a few more of the specifics I could cast some feelers out next week for interest in attending and/or playing.

Hi Jazz,

Sorry for the late reply it's been a fairly hectic weekend!
So, confirmed there will be 7 of us in the group all playing our part!
Ben & Dan will be sharing drums and secondary percussion with Ben on occasional backing vocals.
Adam will be playing bass throughout.
Connor & Bobby will both be playing guitar (rhythm and lead)
Jake will be playing rhythm guitar and singing.
And finally I will be taking lead vocals!

Would you like our setlist and where will we be on the setlist? We're happy to take first slot to get the party started (and as the least proven band)!
Will get the post up on the socials this week!
Let me know if you need anything more from us,

All the best,
Callum :)

James Morgan:

UWTSD Event Inbox ×

Jazz Robinson <robinsonjasmine791@gmail.com> Sat 7 Feb, 12:34
to JamesMorgan

Good Afternoon James,
I hope you are well. I am planning an event as part of my second-year module in the Bunkhouse and was wondering if there was a possibility that you could play for us on March the 13th. The event will be 80s and 90s theme and a share of the proceeds will go towards Swansea Mind.
Thank you very much
Jasmine Robinson

j

James Morgan
to me

Hi Jasmine,

Many apologies for not getting back to you sooner, I missed your email somehow!

Could you let me know the time you'd need me to be available from please?

Thanks,

James Morgan
Creative Learning Producer/ Cynhyrchydd Dysgu Creadigol

Lily Davies Day:

Photographer for the 80s and 90s Event Inbox ×

Lily Davies-Day <ldaviesd8002@gmail.com> Mon 23 Feb, 13:36 (9 days ago)
to me

Dear Ms Robinson,

I am writing to express my interest in taking photos for your 80s and 90s event in the Bunkhouse on March 13th.I've always loved dance music from the 80s and 90s and aspire to have a career in concert photography.

This would be a wonderful opportunity to build upon my portfolio and delivery quality photos of the event while in support Swansea Mind.

Please find below photos I've taken in Cardiff Arena of The Lumineers, I apologise for any issues with the quality as it was taken on an iPhone at the time.

I look forward to hearing from you.

Kind regards,

Lily Davies-Day.

Jazz Robinson <robinsonjasmine791@gmail.com> 25 Feb 2026, 13:(
to Lily

Hi Lily,
Your photos look amazing, and we'd be ecstatic to have you photograph the event! The event starts at 7.30 so would it be possible to get there for 6.30?
Many Thanks
Jazz:)

Plan Burrito:

UWTSD Event Inbox ×

Jazz Robinson <robinsonjasmine791@gmail.com> Wed 11 Feb, 12:47
to swansea@planburrito.co.uk

Dear Plan Burito,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if you were open to a collaboration. Would it be possible for a discount or food voucher for a set price if we send people to your restaurant?
Many Thanks
Jasmine Robinson

S **swansea@planburrito.co.uk** Fri 20 Fel
to me

Hi jazz sorry for the late response yes we would be happy to collaborate on this occasion please accept our deepest apologies on response time.
We could give 20% off for anyone you send our way.
Many thanks
Josh

Jazz Robinson <robinsonjasmine791@gmail.com> Sa
to swansea

Hi there,
Thank you very much for this offer I'm very grateful. It will be a ticketed event, so I will make sure that people show their tickets before they pay.
Many Thanks
Jazz:)

Raffle Tickets:

LC Swansea:

UWTSD Event

Jazz Robinson <robinsonjasmine791@gmail.com> Sat 7 Feb, 15:09
to lcswansea.enquiries

Dear LC Swansea,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate anything towards the raffle?
Many Thanks
Jasmine Robinson

Raffle prize Inbox ×

Nikita Roberts <nikita.roberts@freedom-leisure.co.uk> Tue 10 Feb, 18:29
to me

Hi Jasmine,

Thank you for your email.

We would like to donate a raffle prize to yourselves of a family waterpark pass, I will get this processed and sent out to you today.

If you could just confirm the correct address to post this to then that would be great. Alternatively, if you would like the collect it from the LC reception then you can, whatever suits you best 😊

Many thanks/Diolch yn fawr

Nikita Roberts

Duty Manager/Rheolwr ar Ddyletswydd

AU Vodka:

UWTSD Event Inbox ×

Jazz Robinson <robinsonjasmine791@gmail.com> Wed 11 Feb, 15:17
to sam.wilson@auvodka.com

Dear Sam,
Hope you are well. I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate anything towards the raffle?
Many Thanks
Jasmine Robinson

Sam Wilson Wed 11 Feb, 15:57
to me

Hi Jasmine,

I'm sure we can donate something towards the raffle.

Something like an ice bucket, plastic glasses and some bottles ok?

Kind regards.

Sam Wilson
Events & Logistics Manager / Au Vodka
A: Unit CP1, Crucible Park, Central Business Park, Swansea Vale, SA7 0AR
E: sam.wilson@auvodka.com
W: www.auvodka.com

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Lazerzone:

UWTSD Event Inbox ×

Jazz Robinson <robinsonjasmine791@gmail.com> Sat 7 Feb, 15:43
to laserzoneltd

Dear Laserzone,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate anything towards the raffle?
Many Thanks
Jasmine Robinson

Laserzone Ltd 7 Feb 2026, 16:44
to me

Hi,

We can pop some free game vouchers behind the desk for you to pick up if that would help?

What name would you like me to put it under?

Kind Regards,
Kate

Swansea Laserzone Ltd

Ty Sawna:

UWTSD Event Inbox ×

Jazz Robinson <robinsonjasmine791@gmail.com> Mon 16 Feb, 15:35
to tysawna

Dear Ty Sawna,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate towards the raffle?
Many Thanks
Jasmine Robinson

Sawna Wales Tue 17 Feb, 11:01
to me

Hi

Thanks so much for getting in touch and for thinking of us. We would be happy to donate a £16 gift voucher to your raffle for Swansea Mind. I have created a voucher code UWTSD16. This can be used as a communal sauna space for one or can go towards the cost of a private sauna hire, and is valid for 365 days. The Voucher code can be redeemed on the last page of the booking process.

Good luck with the raffle!

Kind regards
Harri - Ty Sawna

Bunkers:

UWTSD Event Inbox ×

Jazz Robinson <robinsonjasmine791@gmail.com> Mon 16 Feb, 10:08
to swansea

Dear Bunkers,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate towards the raffle?
Many Thanks
Jasmine Robinson

Swansea
to me

Hi Jasmine,

We'd be more than happy to donate something towards your raffle.
I can offer 2 free game passes. These admit one adult for one game of golf in our venue.
These would need to be picked up from site if that works for you.

Kindest regards
Diolch yn fawr

David Holder
Supervisor
Adventure Leisure Ltd.

BUNKERS!
CRAZY GOLF & DRINKS

Bluestone:

UWTSD Event Inbox ×

Jazz Robinson <robinsonjasmine791@gmail.com> Sun 15 Feb, 20:12
to foundation

Dear Bluestone,
Hi Bluestone,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate towards the raffle?
Many Thanks
Jasmine Robinson

Bluestone Foundation Fri 20 Feb, 11:11 (12 days ago)
to me

Good Morning Jazz,

Thank you for your email. Sounds like a great event for a great cause.

We would love to provide a family ticket (up to 4 people) to Blue Lagoon waterpark. If this is suitable please email me a postal address which I can get the ticket sent to.

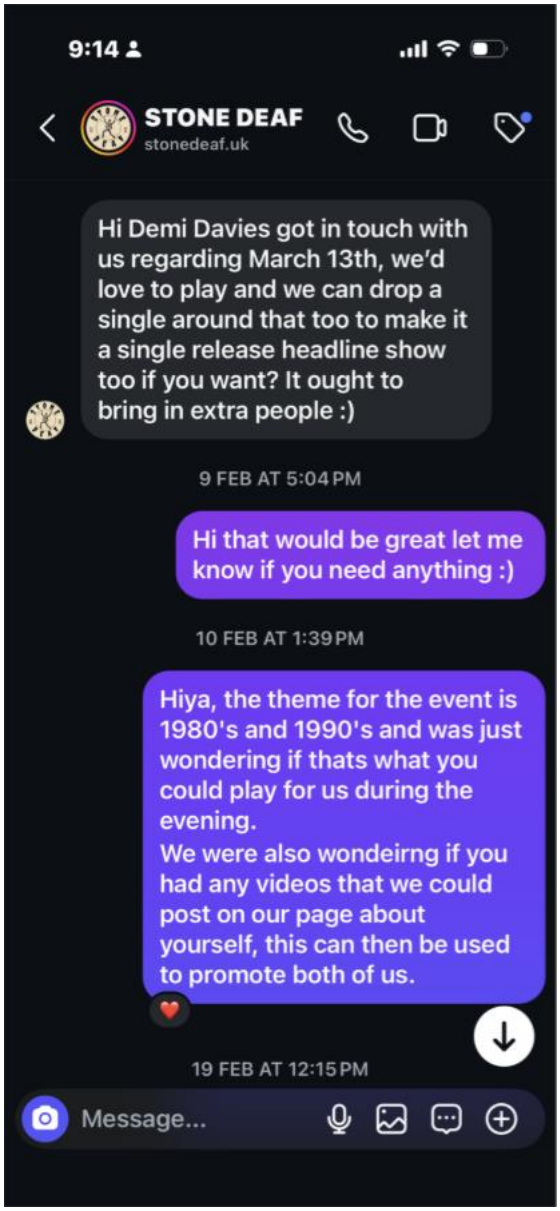
Vicky John
Bluestone Foundation

<u>Social Media Correspondence</u>

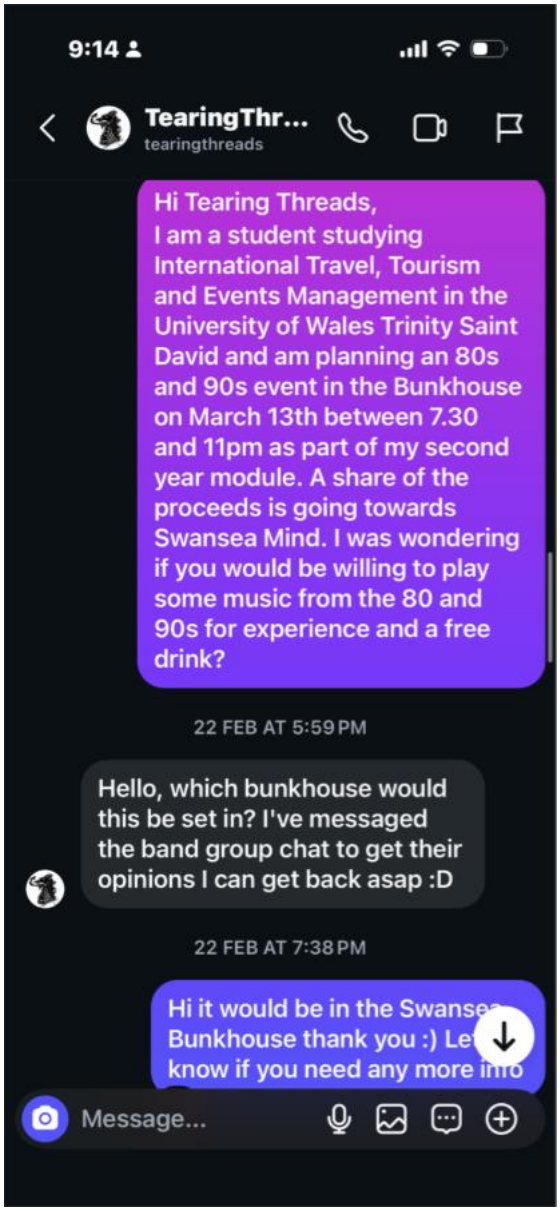
Euphoria:

9:13
Euphoriat...
euphoriatheband
Hi Euphoria,
I am a student studying International Travel, Tourism and Events Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th between 7.30 and 11pm as part of my second year module. A share of the proceeds is going towards Swansea Mind. I was wondering if you would be willing to play some music from the 80 and 90s for experience and a free drink?
21 FEB AT 10:26 PM
Yes we are definitely interested can you tell me more please
21 FEB AT 11:41 PM
That's amazing!! The first band is Stonedeaf and they'll be on for about an hour. The song have to be covers from the 80
Message...

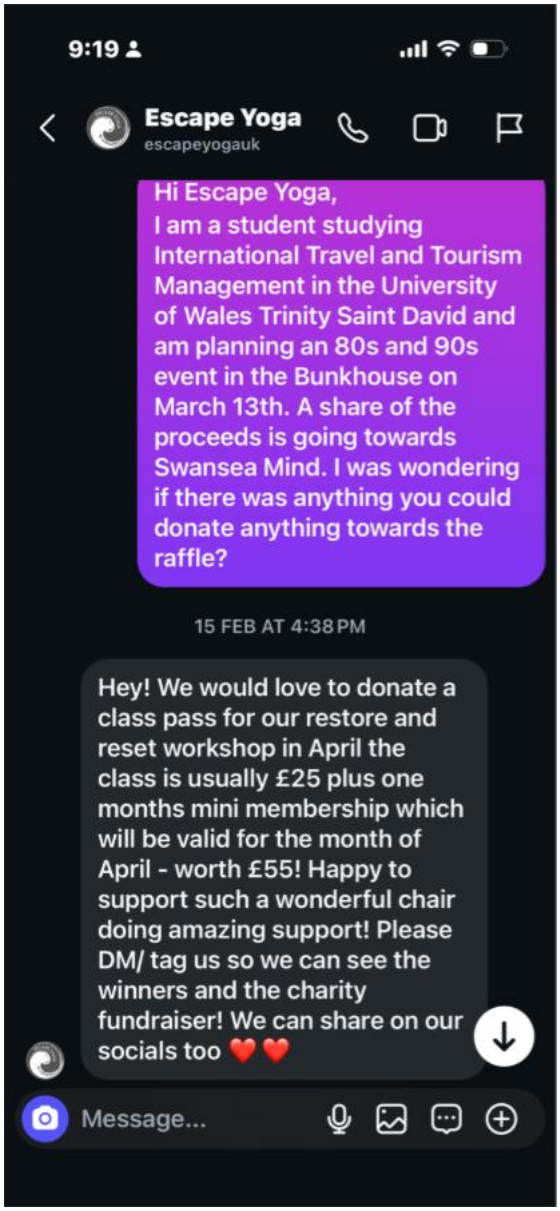
Stone Deaf:



Tearing Threads:


9:14
TearingThr...
tearingthreads
Hi Tearing Threads,
I am a student studying International Travel, Tourism and Events Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th between 7.30 and 11pm as part of my second year module. A share of the proceeds is going towards Swansea Mind. I was wondering if you would be willing to play some music from the 80 and 90s for experience and a free drink?
22 FEB AT 5:59 PM
Hello, which bunkhouse would this be set in? I've messaged the band group chat to get their opinions I can get back asap :D
22 FEB AT 7:38 PM
Hi it would be in the Swansea Bunkhouse thank you :) Let know if you need any more info
Message...

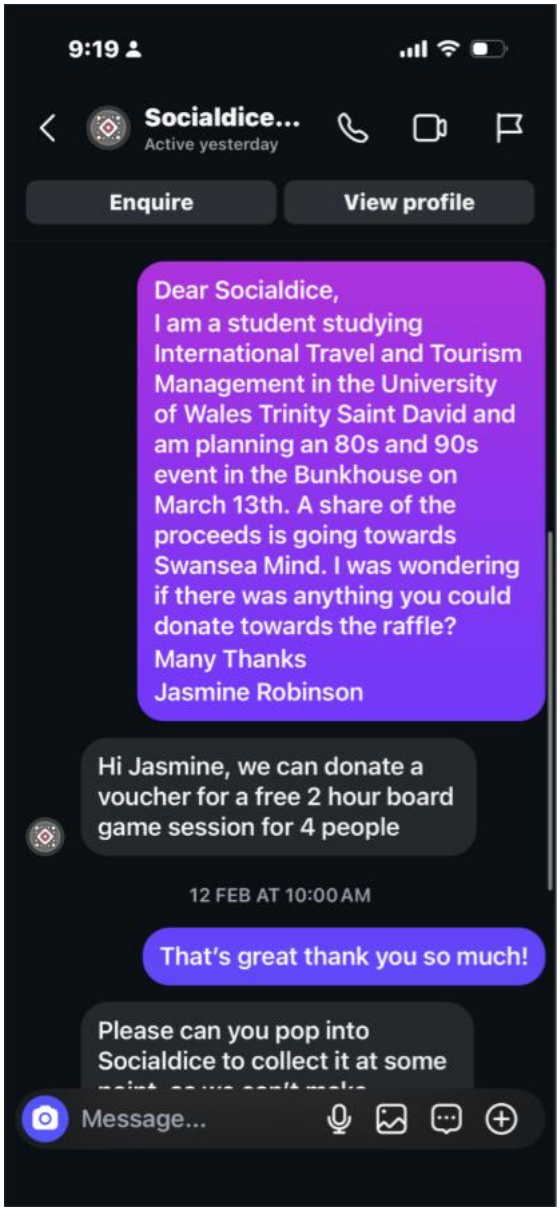
Escape Yoga:



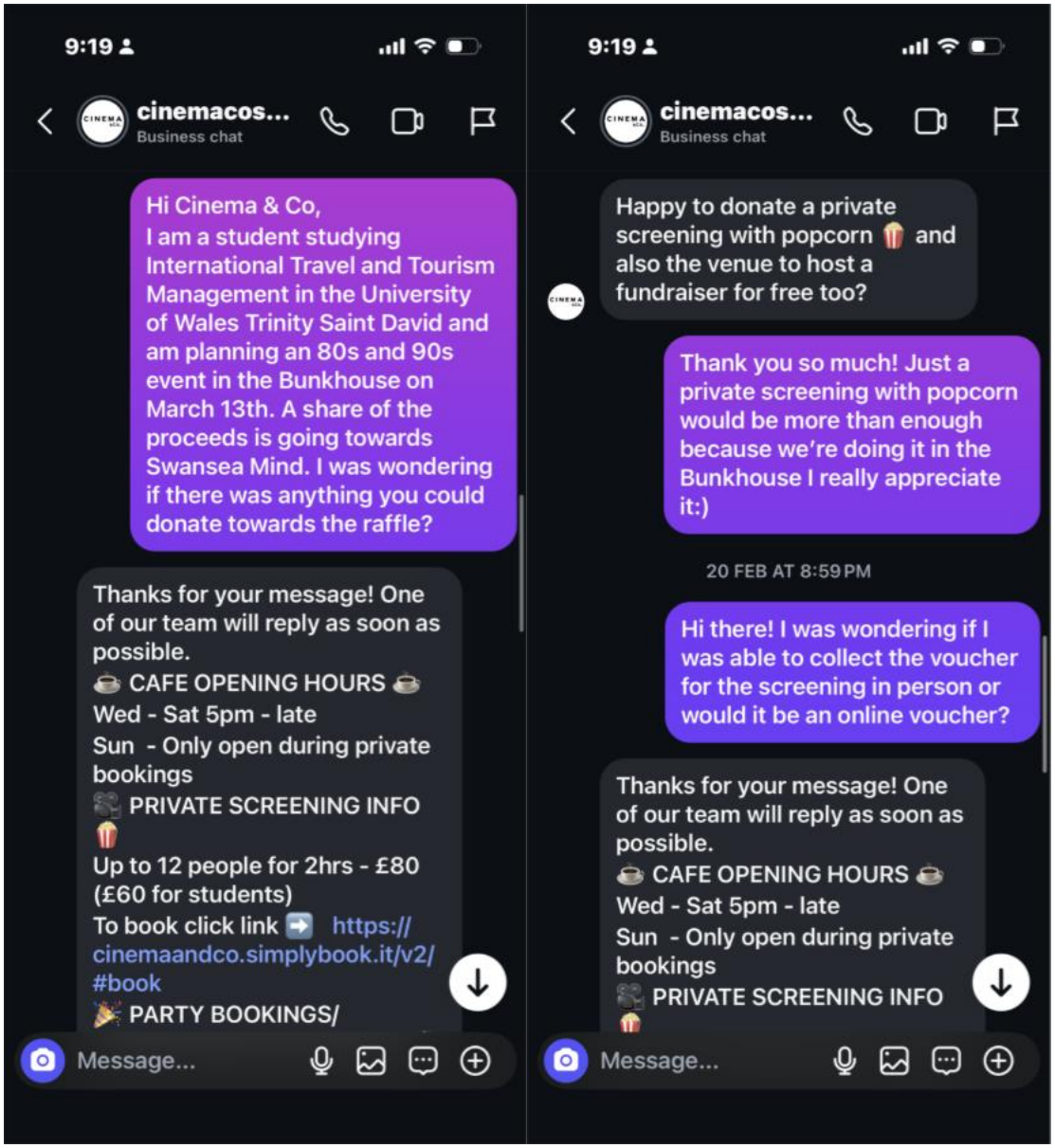
Bonnie Rouges:

9:19
bonnierog...
Business chat
Enquire
View profile
Hi Bonnie Rouges,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate towards the raffle?
15 FEB AT 3:29 PM
Hiya, cwe can do a meal for 2
15 FEB AT 8:13 PM
That would be great thank you!
20 FEB AT 8:55 PM
Edited
Hi there! I was wondering if I was able to collect the meal in
Message...

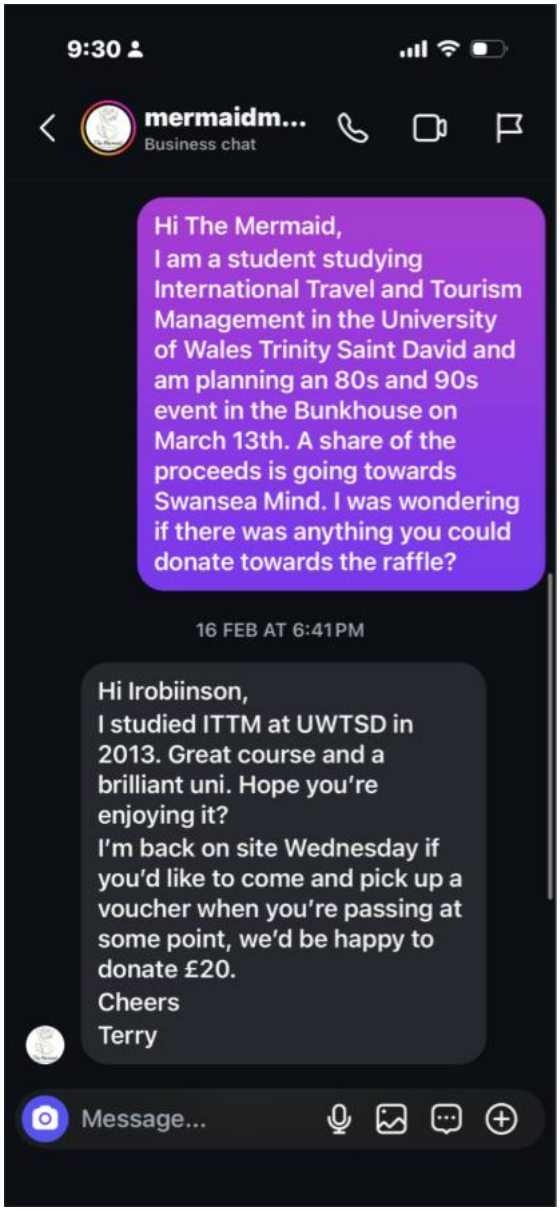
Social Dice:


9:19
Socialdice...
Active yesterday
Enquire
View profile
Dear Socialdice,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate towards the raffle?
Many Thanks
Jasmine Robinson
Hi Jasmine, we can donate a voucher for a free 2 hour board game session for 4 people
12 FEB AT 10:00 AM
That's great thank you so much!
Please can you pop into Socialdice to collect it at some
Message...

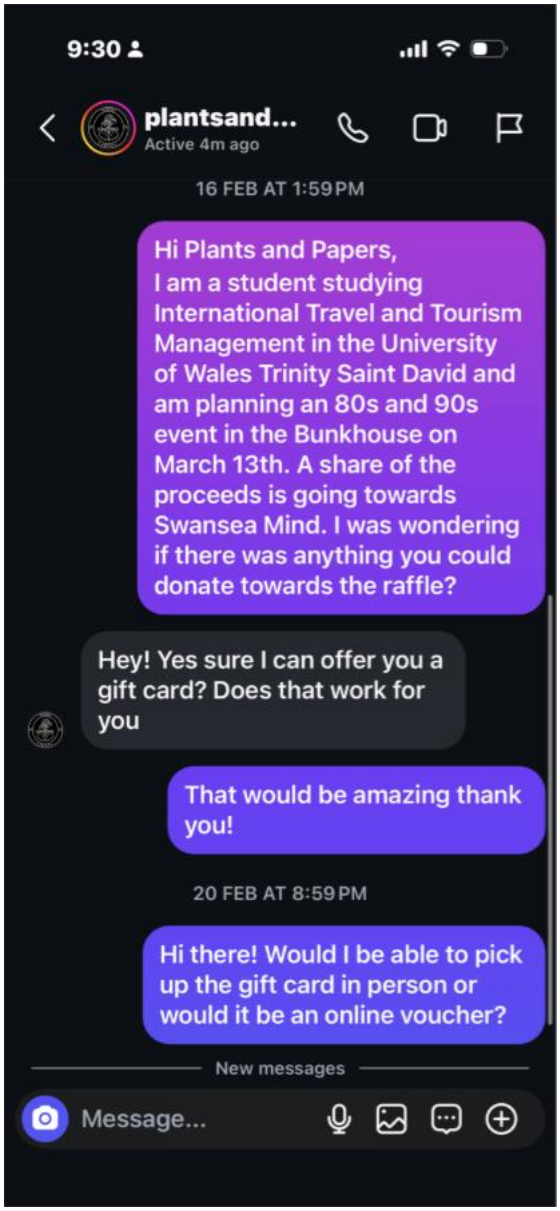
Cinema & Co:


9:19
cinemacos...
Business chat
Hi Cinema & Co,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate towards the raffle?
Thanks for your message! One of our team will reply as soon as possible.
☕ CAFE OPENING HOURS ☕
Wed - Sat 5pm - late
Sun - Only open during private bookings
🎥 PRIVATE SCREENING INFO 🍿
Up to 12 people for 2hrs - £80 (£60 for students)
To book click link ➡️ https://cinemaandco.simplybook.it/v2/#book
🎉 PARTY BOOKINGS/
Message...
9:19
cinemacos...
Business chat
Happy to donate a private screening with popcorn 🍿 and also the venue to host a fundraiser for free too?
Thank you so much! Just a private screening with popcorn would be more than enough because we're doing it in the Bunkhouse I really appreciate it:)
20 FEB AT 8:59 PM
Hi there! I was wondering if I was able to collect the voucher for the screening in person or would it be an online voucher?
Thanks for your message! One of our team will reply as soon as possible.
☕ CAFE OPENING HOURS ☕
Wed - Sat 5pm - late
Sun - Only open during private bookings
🎥 PRIVATE SCREENING INFO 🍿
Message...

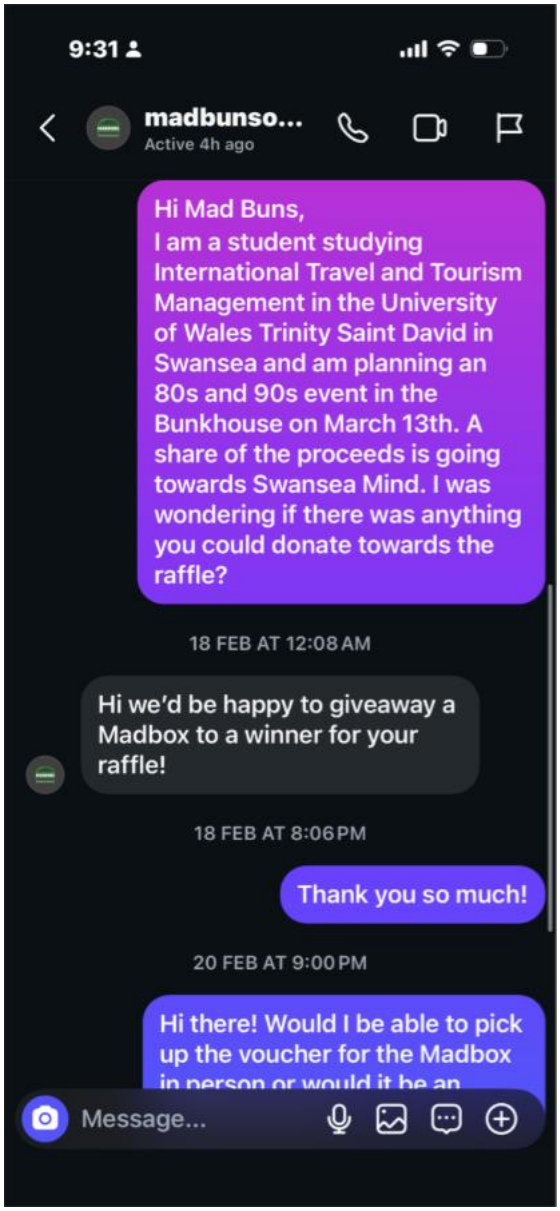
The Mermaid:



Plants and Papers:


9:30
plantsand...
Active 4m ago
16 FEB AT 1:59 PM
Hi Plants and Papers,
I am a student studying International Travel and Tourism Management in the University of Wales Trinity Saint David and am planning an 80s and 90s event in the Bunkhouse on March 13th. A share of the proceeds is going towards Swansea Mind. I was wondering if there was anything you could donate towards the raffle?
Hey! Yes sure I can offer you a gift card? Does that work for you
That would be amazing thank you!
20 FEB AT 8:59 PM
Hi there! Would I be able to pick up the gift card in person or would it be an online voucher?
New messages
Message...

Mad Buns:



Minutes:

26/ 01/ 206 minutes

UWTSD library

Attendance: Judi, Jazz, Zara, Kirsty, and Dems

Preposes of meeting to discourse event roles

New Business

80s & 90s Retro Night – Team Roles Table

Team Member	Roles	Responsibilities
Judi	Health & Safety Environmental Sustainability Minutes	– Risk assessments & safety – Emergency planning – Sustainability actions – Meeting minutes
Dems	Marketing	– Posters & Social Media – Event promotions
Jasmine	Sponsorships Decorations	– Sponsor deals – Event décor
Kirsty	Finance Decorations	– Budget & Expenses – Décor setup
Zara	Food & Beverage Operations	– Catering & Snacks – Venue logistics

Actions

Team Member	Action	Task Description
Jazz	Emailing Companies	Reaching out to potential sponsors and partners
Zara	Instagram Page Creation	Designing and launching the event's Instagram page
Kirsty	Poster Design	Creating promotional posters for the event
Judi	Sustainability Planning	Leading eco-friendly initiatives and waste reduction

Minutes

16 feb 2026

UWTSD library

Attendance: Judi, Jazz, Zara, Kirsty.

Purpose of meeting is to discuss what everyone is doing

Kirsty and Jazz shares pictures of the decorations and purchases them.

Judi I will be in talking about the sustainability plan of the events

Zara talks about what she will be posting on social media

Actions

Jazz finalises the bands their set list

Kirsty will be sharing the budget report

Zara will be talking to first years to make we have enough staff in for the events

Judi will be making the risk assessments

Final Meeting Summary

02/03/2026

Location:	UWTSD Library
Attendance:	Judi, Jazz, Zara, Kirsty
Purpose:	Ensure everyone is *prepared* for the event.

Agenda Items

- Jazz will be sharing the band's set list and the raffle prizes.
- Kirsty will be dealing with the ticket money.
- Zara will be creating the running order for the events.
- Judi will be finalizing the minutes for the event.

Team Members →

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