



80s 90s Party Review

Live Events Management

Leisure, Events, Tourism & International Travel & Tourism Management

(BMTP 5021)

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Roles

The 80s and 90s party is a live music 80s and 90s themed event with a raffle. My roles were sponsorships which meant organising the raffle and securing bands and decorations. I used Belbin's Team Roles questionnaire to find out I am an Implementer, someone who is reliable, efficient and action-orientated which is exactly how I approached my roles (Belbin, 2026). For the raffle I contacted companies asking for raffle prizes, collected raffle prizes, advertised the raffle to get raffle sales and announced the winners. For the bands I booked bands, organised setlists and coordinated them on the night. For the decorations I researched what decorations were best, ordered them and then set them up on the night.

Pre-Event Evaluation

What Went Well:

For the raffle I raised £60 for the event which showed that it would be successful with multiple buying 20 tickets before the event and one person buying 40. All the bands were secured weeks in advance which reduced operational risk. All the decorations were ordered ahead of time to ensure everything arrived on time. Me and Kirsty worked together to organise decorations, sharing ideas and what looked best for the event.

What Challenges Arose:

Despite verifying the bands in advance, one of the bands cancelled the night before due to family issues which is where teamwork helped resolve the issue. Zara luckily was friends with the singer of the main band Stone Deaf, so she asked them to extend their set.

On-Site Evaluation

What Went Well:

30 people bought raffle tickets on the night and we raised £200 total for Swansea Mind. Judi helped with my raffle by handing out prizes to reduce pressure when announcing the prizes. The bands all ran on time and we had a lot of people watching them especially for the last act Stone Deaf. We all worked as a team, encouraging people from the bar to build the crowd in the main stage.

What Challenges Arose:

We realised a lot of the decorations needed to be put together, like the photo booth props which took up extra time before the event but due to teamwork it was completed quickly. Some people wanted to buy raffle tickets with cash, and it was an online link so Kirsty as finance manager handled the cash and purchased the tickets on her card. One of the people setting up for James Morgan fell sick and we were worried that Live Music Society wouldn't start on time but a venue staff member stepped in ensuring we could start.

Post-Event Evaluation

Overall, the event was highly successful with a few bumps along the way which is to be expected for a group of students new to event planning. We sent out a survey to gather feedback. For the question 'How would you rate the bands at the event' most people gave five stars showing the bands were well-received. Another question was 'Did the music match the 80s theme' and the majority said yes which highlights the effort I put into ensuring bands played 80s/90s music and verifying setlists. When asked 'How well did the decorations match the theme' a lot of people said very well or a variation of that and they also had positive comments on the record player decorations, spots on the floor and foil curtains which shows that the time and effort me and Kirsty put into the decorations paid off. For 'How satisfied were you with the raffle prizes if you received one' the majority gave five stars, showing the prizes were high-quality and worth the work.

Timeline

This slide shows the Gantt Chart of which I used to plan what I was going to do for the event which I tried my best and did follow mainly. A Gantt chart helps teams to visualise key timelines and tasks which makes it easier to coordinate and monitor progress (Bowdin et al., 2011) (Wadhwa, 2024) (Gantt, 1910). It also shows the finalised running times for the bands so that everyone in the venue could see what bands were when.

Did We Work Well as a Team

Teamwork is essential for events because it means faster problem solving and smoother operations (Shone & Parry, 2013). We worked well as a team we had to work on our communication at the start of the project, but it was much stronger by the end.

We used the event framework EMOK and a work breakdown structure to display the team's roles which was useful for collaboration as everyone understood all responsibilities (International EMBOK Executive, n.d.) (Silvers 2020) (Singh and Choudhary, 2023). Me and Zara worked cohesively as operations directly links to bands, and we organised a lot at the end with constant communication. Judi was a big help on the night of the event, especially with the raffle. Me and Kirsty worked on decorations smoothly.

What I Would Do Differently in The Future

Overall, I would say the event was a success and very popular with 80 tickets sold and I learnt a lot about event organisation in this module. However, there are things that I would do differently in the future. I would encourage more team meetings increase productivity and team performance (Kauffeld & Lehmann-Willenbrock, 2012). I would plan a decoration layout in advance rather than deciding on the day as it would improve the overall look and environment (Allen et al., 2011). I would also message bands a few days before they play to confirm them which is essential for reliability and reducing last-minute operational issues (Shone & Parry, 2013).

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