

Evidence summary

When completing this assignment it may be possible to generate evidence for completing a task in a variety of formats. This list provides examples of the format that can be used, it is not exhaustive. In some cases the task or assignment will require a specific format for the outcome and this will be clearly marked with an asterisk in the table.

Task number	What learners need to produce (evidence)	Format of evidence (this list is not exhaustive)
Task 1	<ul style="list-style-type: none"> • A filing structure with stored files • An email sent to the Manager, copied to the teacher with a zipped folder, containing all files used, as an attachment 	<ul style="list-style-type: none"> • Electronic filing structure itself • Screenshots • Printouts
Task 2	<ul style="list-style-type: none"> • A user guide on the use of email and internet searching 	<ul style="list-style-type: none"> • Electronic file of the user guide or a printout
Task 3	Solution and analysis: <ul style="list-style-type: none"> • comparing sales against targets • identifying patterns in ticket sales • recommending models for % discounts against ticket prices • recommending models for limited release of theatre seats for different shows • in a format suitable for the Manager 	<ul style="list-style-type: none"> • Electronic data file(s) or printouts • Printouts
Task 4	<ul style="list-style-type: none"> • An advertisement aimed at the target audience which includes images, files provided by the Manager and any files you have produced if appropriate • Relevant information on copyright for images used 	<ul style="list-style-type: none"> • Electronic file(s) or printouts of advertisement • Screenshots • Handwritten or typed information
Task 5	<ul style="list-style-type: none"> • Amended membership data • Address label • A mailing list of members who qualify for a back stage pass with evidence of how the members who qualify were identified • A mail shot to members offering a discount 	<ul style="list-style-type: none"> • Electronic file(s) • Printouts • An address label*
Task 6	<ul style="list-style-type: none"> • A report on ticket sales and how future productions will be promoted • Report in an appropriate format for the Theatre Management 	<ul style="list-style-type: none"> • Electronic file • Printout