

Advanced Event Planning

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no.	102-16
Duration	1.00 day(s) 6:00 hours ¹
Website link	https://pmctraining.com/training/advanced-event-planning/

Advanced Skills for the Event Planner

This course explores the more complicated aspects of event planning and goes beyond the basics to help you plan, budget for, and execute flawless events in your organization.

Participants should have some experience planning events or have previously taken the Introduction to Successful Event Planning workshop.

Learning outcomes

At the end of this workshop, you will be able to:

- Budget more efficiently
- Negotiate with the venues more effectively
- Read a contract more professionally
- Build timelines and write scenarios

Workshop topics

Budgeting

- Methodology to building, planning and managing a budget
- Learn what are the real costs to building an event
- The importance of ROI (return on investment)

Negotiation

- How to negotiate a contract with a venue
- Learn what is negotiable
- Learn how to be prepared before you start to negotiate

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

Contracts

- Learn the pitfalls of most contracts
- What to look for when signing contracts
- Learn who is financially responsible and insurance requirements

Timeline and Scenarios

- Learn the value of timelines and good planning
- Importance of a planned scenario and its content
- Learn how to develop an alternative game plan
- Where to find the best support

It's All About You

- Knowing what to do
- Showing confidence and leadership
- How you present yourself
- Decorum and Demeanor
- Others look to you to lead

Post Pandemic Compliance Protocols

- What to expect in the post Pandemic period
- Pandemic Compliance Advisor (PCA) and a Covid Compliance Officer (CCO)

Bring It All Together

- the Detailed | Working Logistic Program – your Event Bible

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Anyone with occasional or frequent responsibility for planning events in their organization will benefit from this training.