

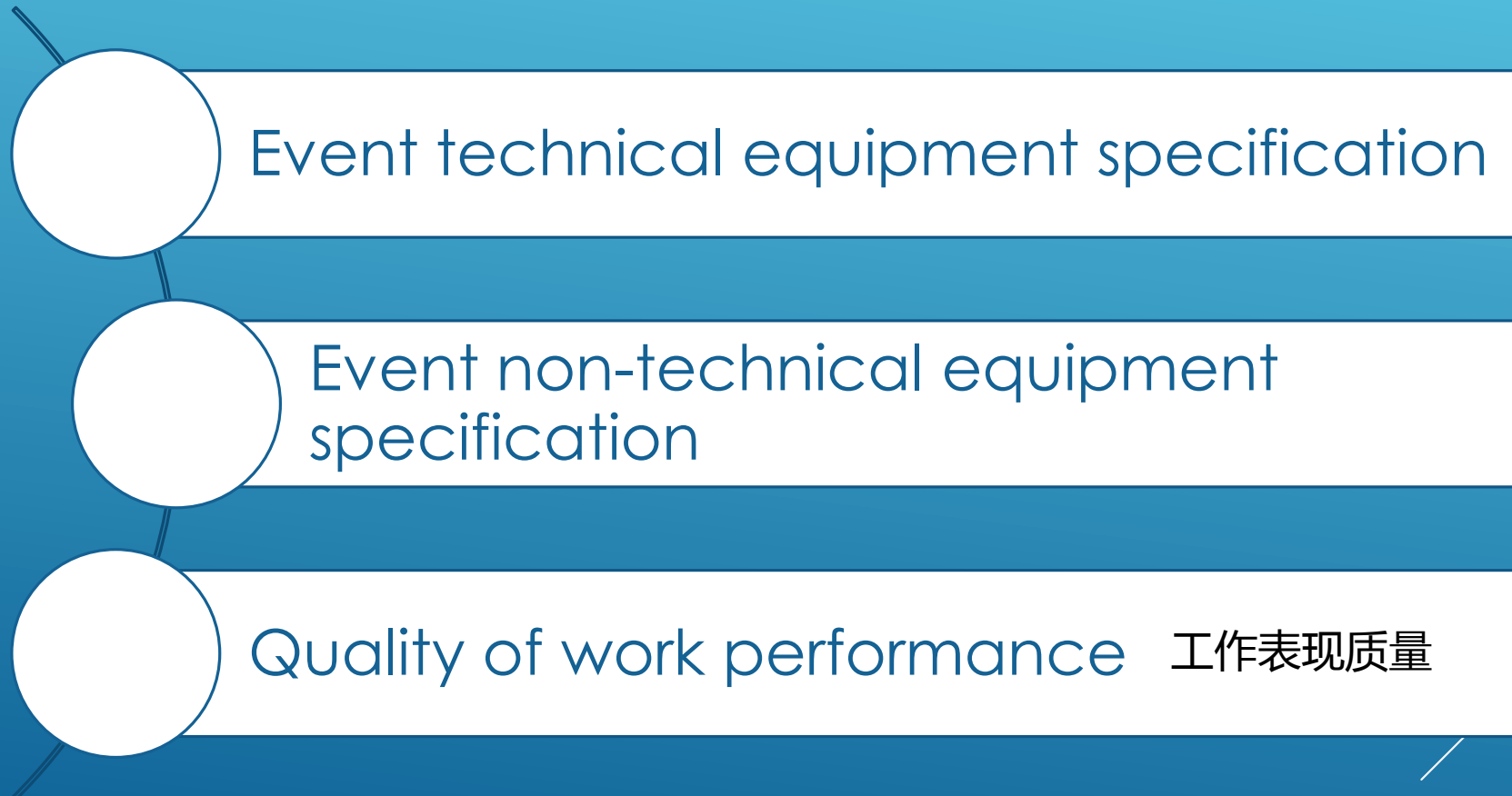


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Module 2 Event Planning and Management
2.2 EVENT FACILITIES AND TECHNICAL
PREPARATION COORDINATION cont.

2.2 EVENT FACILITIES AND TECHNICAL PREPARATION COORDINATION cont.

4. *Monitor event facilities and technical equipment set up*



EVENT TECHNICAL EQUIPMENT SPECIFICATION

A technical specification (tech spec) is a document that explains what a product or project will do and how you'll achieve these goals. In a tech spec, show your client and team members what problem you're solving, the goals or requirements for your project or product, and how you plan to achieve this. A tech spec directs the work to be accomplished, and you'll typically rewrite it as your project progresses.



THE JAMES B. HENRY
CENTER FOR
EXECUTIVE
DEVELOPMENT

Event Specification Guide

Planning your event at the Henry Center? Here is a guide to make sure our staff can help you make every detail of your event meet your needs.

CONTACT INFORMATION

Planning Contact Name:	<input type="text"/>	On-site Contact Name:	<input type="text"/>
Title:	<input type="text"/>	Title:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
Fax:	<input type="text"/>	Fax:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>
Event Name:	<input type="text"/>		
Organization Name:	<input type="text"/>	Address of Organization:	<input type="text"/>

MEETING INFORMATION

Event Date(s):	<input type="text"/>	Hotel Requirements:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Start Time:	<input type="text"/>	Arrival Date:	<input type="text"/>	
End Time:	<input type="text"/>	Departure Date:	<input type="text"/>	
Room Setup By:	<input type="text"/>	Number of Studio Suites:	<input type="text"/>	
Number of Attendees:	<input type="text"/>	Number of One Bedrooms:	<input type="text"/>	
Number of Breakout Rooms:	<input type="text"/>	Individual <input type="checkbox"/> Master <input type="checkbox"/> Individual <input type="checkbox"/> Rooming <input type="checkbox"/>	<input type="checkbox"/>	
		Pay Own <input type="checkbox"/> Bill <input type="checkbox"/> Reservation <input type="checkbox"/> List <input type="checkbox"/>		

ROOM SETUP

<input type="checkbox"/>	Classroom
<input type="checkbox"/>	Theater
<input type="checkbox"/>	U-Shape
<input type="checkbox"/>	Conference/Board
<input type="checkbox"/>	Crescent Rounds of <input type="text"/>
<input type="checkbox"/>	Hollow Square
<input type="checkbox"/>	Solid Square
<input type="checkbox"/>	Banquet/Rounds
<input type="checkbox"/>	Reception

Fixed Seating:

- 2 Large Tiered Amphitheaters (100 people each)
- 2 Small-Tiered Classrooms (49 people each)
- 1 Boardroom (16 people)
- 1 Conference Room (10 people)

Flexible Rooms:

- B106 & B107 (46-52 people wall closed/ 128 people wall open)
- 16 Breakout Rooms/8 Double Breakouts (16-32 people)
- 4 Breakout Rooms/2 Double Breakouts/1 Quad Room (45 people as Quad)

For banquets or other flat floor locations, please contact our staff about alternative options.

FOOD & BEVERAGE REQUIREMENTS

<input type="checkbox"/>	Hot Breakfast Buffet
<input type="checkbox"/>	Continuous AM Break Service <i>(7:00 a.m. to 11:00 a.m.)</i>
<input type="checkbox"/>	Lunch Buffet <i>(11:30 a.m. to 1:30 p.m.)</i>
<input type="checkbox"/>	Continuous PM Break Service <i>(1:00 p.m. to 4:30 p.m.)</i>
<input type="checkbox"/>	Dinner Buffet

The Henry Center is proud to serve a wide variety of meals and refreshments which are offered all day continuously and in plentiful quantities. Break service is served in specific areas around the facility in close proximity to meeting rooms. Meal service is offered as a buffet held in the Atrium, an elegant dining room with reserved seating.

Please contact your event manager to plan a customized menu for private meals and receptions.

Special Dietary Requests:

AUDIOVISUAL REQUIREMENTS

Check if needed	Amount needed	Type of Audiovisual Equipment	Check if needed	Amount needed	Type of Audiovisual Equipment
<input type="checkbox"/>	<input type="text"/>	Projector/Screen	<input type="checkbox"/>	<input type="text"/>	Easel
<input type="checkbox"/>	<input type="text"/>	AV Presentation Cart (with power)	<input type="checkbox"/>	<input type="text"/>	Extension Cord
<input type="checkbox"/>	<input type="text"/>	Laptop	<input type="checkbox"/>	<input type="text"/>	Power Strip
<input type="checkbox"/>	<input type="text"/>	Internet Access	<input type="checkbox"/>	<input type="text"/>	4' x 8' Section of Riser <i>(\$25/section to rent through University Club)</i>
<input type="checkbox"/>	<input type="text"/>	Document Camera	<input type="checkbox"/>	<input type="text"/>	Standing Lectern with Amplification
<input type="checkbox"/>	<input type="text"/>	TV	<input type="checkbox"/>	<input type="text"/>	Wireless Handheld Microphone <i>(Only available in rooms with house sound system)</i>
<input type="checkbox"/>	<input type="text"/>	VCR Player	<input type="checkbox"/>	<input type="text"/>	Wireless Lapel Microphone <i>(Only available in rooms with house sound system)</i>
<input type="checkbox"/>	<input type="text"/>	DVD Player	<input type="checkbox"/>	<input type="text"/>	Corded Microphone <i>(Only available in rooms with house sound system)</i>
<input type="checkbox"/>	<input type="text"/>	Flip Chart	<input type="checkbox"/>	<input type="text"/>	Conference Phone
<input type="checkbox"/>	<input type="text"/>	Regular Paper	<input type="checkbox"/>	<input type="text"/>	Other: <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Adhesive Paper	<input type="checkbox"/>	<input type="text"/>	Other: <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Whiteboard	<input type="checkbox"/>	<input type="text"/>	Other: <input type="text"/>

If you are using A169, A170, B119, B120, B106 or B107, please note that your room comes standard with a Tech Cart providing a built-in computer, guest laptop connection, DVD/VHS player, wireless lapel and handheld microphones, Ethernet connections and conference phone.

Rooms with house sound system include A169, A170, A159 (Four Seasons Lounge), A150 (Atrium), B119, B120, B106 and B107.

For Webcasting & Videoconferencing, please contact your event manager for more information and details.

MISCELLANEOUS

<input type="checkbox"/>	Registration Table	Items to be shipped to the Henry Center before event:	<input type="text"/>
<input type="checkbox"/>	Materials Table		<input type="text"/>
<input type="checkbox"/>	Vendor Table		<input type="text"/>
<input type="checkbox"/>	Extra Table		<input type="text"/>
<input type="checkbox"/>	Extra Chair	Items to be shipped from the Henry Center after event:	<input type="text"/>
<input type="checkbox"/>	Accessibility Needs:		<input type="text"/>

NOTES:

Event non-technical equipment specification

Look at the facilities at your venue

- Toilet provision
- Waste & Recycling facilities
- Electricity supply
- Water supply
- Fencing required
- Parking facilities
- Public transport

Quality of work performance



Quality of work performance

Intrigued(很好奇)?

Learn the top 10 skills an event manager should have:

1. People skills
2. Flexibility
3. Organization
4. Listening skills
5. Passion



Quality of work performance

Intrigued(很好奇)?

Learn the top 10 skills an event manager should have:



6. Clear communication
7. Unflappability(镇定自若)
8. Problem-solving skills
9. Decisiveness(果断)
10. Knowledge

