



MODULE 2:

2.3 EVENT LOGISTICS COORDINATION

EVENT EXECUTION COORDINATION cont.

2. Prepare logistics document

Basic business
studies

Logistics
documentation

Inventory and
storage
requirement

Prepare
logistics plan

Time
management

BASIC BUSINESS STUDIES

基础商业研究

Proposal
建议书

How to Write an Event Planning Proposal

Customize your proposals to reflect your unique services and skills

Your event proposal is first and foremost a reflection of your client. Because planning an event requires customizing that event to suit your client's needs and budget, your proposal should reflect an event that is personal and unique. You can use a template as a general guide to getting started writing your event proposal, but then tailor it and include the individual services provided for each client.



Getting Started on the Event Proposal

1. Introduce yourself and the project.
2. Write an attractive event description.
3. List all services provided.
4. Show your previous work.
5. Incorporate monetary information through

A Final Word (最后一句话)

The last piece of your proposal is a thank-you for their consideration.

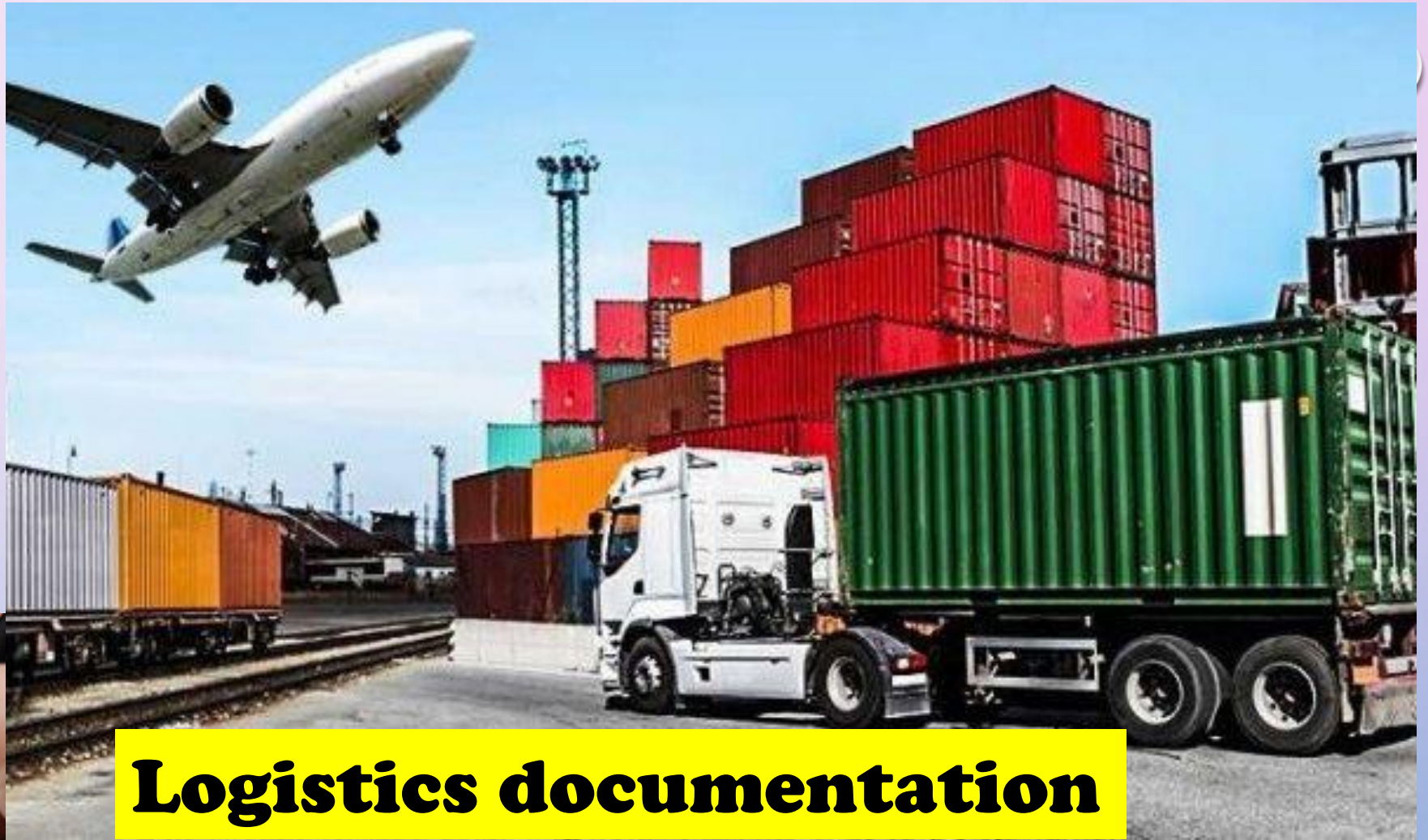
Provide contact information—including your website, email address, and phone number.



5 Steps How to Create a Logistics Business Proposal

- Step 1: Know the Sector**
- Step 2: Define Your Terms**
- Step 3: Keep it Real**
- Step 4: Speak Softly**
- Step 5: Offer a Treat**





Logistics documentation



Event Planning Logistics Form

Student-Led Events

Booking forms should be submitted to events.coordinator@fexplus.ac.uk a **minimum** of two weeks prior to your event date.

Event name	1980's Disco Night	# attendees	Approx. 100
Start date	3 rd Feb 2016	End date	3 rd Feb 2016
Purchase Order (PO) number	222113	Cost Code	F3650GEN
Tutor Name	Matt Kirby	Tutor Email	mk@falmouth.ac.uk

Please list the event organiser details. If different people are responsible for organising separate elements you should list each individual and their specific area of responsibility (e.g catering; security; marketing)

Event Organiser (name & email address)	Area of responsibility
Jane Smith j.smith@falmouth.ac.uk	Project Leader
John Smith j.s.smith@falmouth.ac.uk	Health & Safety
Fred Jones f.jones@falmouth.ac.uk	Finance
Vera Brown	PR & Marketing
Julie Green	Security

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING EACH SECTION

ROOM BOOKINGS		Please state times below:			
Building	Rooms booked (please list)	Set up	Start	End	De-rig
ASB					
Design Centre					
Daytime Du Pleasure (DPP)					
The Exchange					
Media Centre					
Peter Lanyon (PL)					
AMATA	Studios A,B,K - Bar facilities	08:30	19:30	23:30	By 1am
Treasure House (TH)					
Outdoor Space					
Other (please state)					

Event Planning Logistics Form

Pre-Planning — Event Details & Other Campus Policies

- ❖ **Volunteers:** Assign volunteers specific tasks for day of (check in, set up, etc.) and give them some form of identification
- ❖ Registration/Check in

Day-Of-Event Logistics

- ❖ A list of contacts with cell phones for volunteers
- ❖ Follow a schedule for set up to be ready for event on time
- ❖ Use a cash box and other money precautions for accepting payments the day of (talk to advisor and UCPO). Also bring change if accepting cash
- ❖ Bring admin supplies: Tape, scissors, pens, markers, name tags, trash bags, water
- ❖ CS&AHC leave venue as you found it to avoid any cleaning charges

After the Event

- ❖ Set up an activity to discuss the event with participants and event staff
- ❖ Write an event debrief, which includes the strengths of the event and recommendations for future events and upload this document to your organization's documents folder. Submit it to Event Services.
- ❖ Pay any invoices
- ❖ Send thank you cards, letters, e-mails or make phone calls to those who helped you along the way!
- ❖ Book your space for next year
- ❖ Celebrate the accomplishment!

Event Logistics Pre-Planning Template

Logistics Worksheet

After you brainstorm and start to plan - think logistics. Please keep in mind, just because it is on the sheet does not mean you need it at your program.

This document is meant as a general guideline to make sure you have your bases covered!

For your event:		If yes...		
Will you have or need...	Y/N?	Point Person	Details	Due Date
Details like date, time, location for the event?				
A cash advance?				
Food from dining at the event?				
Food from an outside source?				
Transportation?				
To book a space on campus?				
Set-up requirements for facilities?				
Audio Visual Requirements?				
Paper marketing ex) posters, flyers, door tags				
Personal marketing ex) face to face invites, personal notes				
Electronic marketing ex) facebook event				
More logistics on back, flip over.				

Event Logistics Plan Worksheet

Event Logistics	
Facility Rental:	
Building and Room Name:	
Capacity:	
Contact and coordinates:	
Date booked:	
Booking time frame:	
Kitchen:	
Next site inspection date:	
Notes:	
Registration:	
Registration tables required:	
QTR:	
Chairs required:	
QTR:	
Waste basket required:	
QTR:	
Laptop required:	
Printer required:	
Electrical requirements (outlets & cords):	
Seating and Draping:	
Tables required:	
Registration notes:	
Staging:	
Items required:	


Event Logistics Work Plan Template

Sample of Invoice



COMMERCIAL INVOICE INSTRUCTIONS

Template

Shipper name and contact name			Invoice Date:		
Address			Invoice Number:		
Post Code			Terms of Trade (Incoterms):		
Country	Phone/Fax				
Consignee name and contact name			Total Number of Pieces:		
Delivery Address			Total Gross Weight:		
Post Code			Total Net Weight:		
Country					
Phone	Fax		CARRIER: 		
Full Description of Goods			AIR WAYBILL No:		
Customs Commodity Code	Country of Manufacture		Qty.	Unit Value	Subtotal Value and Currency
Total Shipping Costs -					
Total Value and Currency Used:					
I/We hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.					
Signature:					
SUPERVISOR					

PERFORMA INVOICE

From (Sender)		INVOICE NO. :	INVOICE DATE :	
Senders Phone Number Must		THROUGH #		
To (Receiver)		AWB. NO. #		
		ORIGIN	DESTINATION	
S.NO.	DESCRIPTION OF CONTENTS	UNITS	PRICE PER UNIT	TOTAL PRICE
<p>SAMPLES HAVE NO COMMERCIAL VALUE. VALUE DECLARED IS ONLY FOR CUSTOM PURPOSES. SAMPLES ARE STRICTLY NOT FOR RESALE.</p>				
AMOUNT IN WORDS :				
Senders ID Proof No : _____ Of _____ Issued By Department valid up To _____ SIGNATURE				



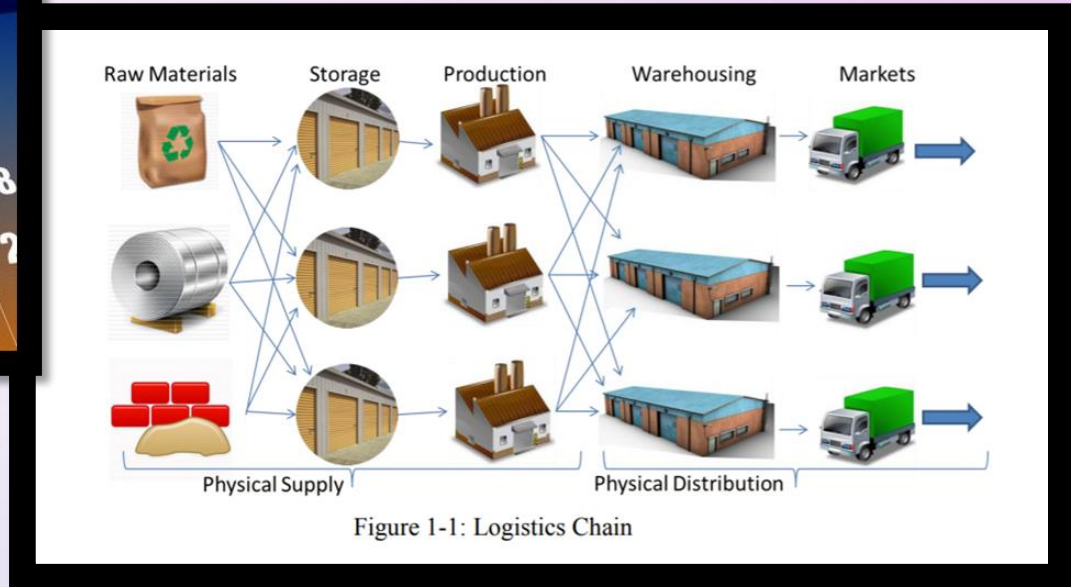
STORAGE AND CARGO HANDLING REQUIREMENT

- What Is the Receiving Inspection?
- What Is Taking Inventory?





PREPARE LOGISTICS PLAN



What are the benefits of logistics planning?

The primary objective of any logistics strategy is to deliver the right products to the right customers at the right time and at the least possible cost.

Logistics is the process that creates value by timing and positioning inventory

TIME MANAGEMENT

Timeframes for Event Management Tasks

The table below includes the majority of tasks that must be carried out in order to successfully stage an event. Some differences may arise where venues are owned and operated by the event organisers and where the scale of the event is very small e.g. an intra-club event (in which case timeframes may be smaller) or very large e.g. The Olympic Games (in which case timeframes will be greater).

