



Prepared by: Cheryl Y.

Module 2 Event Planning and Management

2.2 EVENT FACILITIES AND TECHNICAL PREPARATION COORDINATION

Module 2.2

EVENT FACILITIES AND TECHNICAL PREPARATION COORDINATION cont.

1. *Identify event facilities and technical requirement*

Event facilities
and technical
requirement

Event venue
specification

Event execution
technical check
list preparation

Event safety
procedure

EVENT FACILITIES AND TECHNICAL REQUIREMENT

Meeting, incentive, Convention, Exhibition (MICE)

Event Facilities	Technical Requirement
✓ Backdrop on paper printing size 120x160 cm	✓ Audio-visual equipment
✓ Flip chart with papers	✓ LCD projector
✓ White board / makers / eraser	✓ Wide screen
✓ Registration table	✓ DVD's player
✓ Laser pointer	✓ LCD television flat screen
✓ Free use of wireless internet in function room	✓ Wireless microphones
✓ Tea break buffet line.	✓ 220 volt electrical outlets
✓ Flower arrangement for meeting session.	✓ Engineering support
✓ Drinking water per person for the meeting session.	✓ Extension course adaptors
✓ Facsimiles transmission	✓ Laser pointer
✓ Foreign exchange service	
✓ Scanner/ copy machine	

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Official Event

Event Facilities	Technical Requirement
✓ Backdrop on paper printing size 120x160 cm	✓ Audio-visual equipment
✓ Flip chart with papers	✓ LCD projector
✓ White board / makers / eraser	✓ Wide screen
✓ Registration table	✓ DVD's player
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✓ Foreign exchange service	
✓ Scanner/ copy machine	

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Sports

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Event Facilities	Technical Requirement
<ul style="list-style-type: none">✓ Sufficient changing areas, showers, sauna, etc✓ Kitchens, canteens and food serving areas✓ Offices or meeting rooms for Media and the Event Staff✓ Telecommunication facilities - telephone, fax, Internet✓ Vending machine✓ Water cooler✓ Mist fans✓ On-site or mobile hospital✓ First aid kit✓ Basic life support	<ul style="list-style-type: none">✓ Audio-visual equipment✓ LCD projector✓ Wide screen✓ DVD's player✓ LCD television flat screen✓ Wireless microphones✓ 220 volt electrical outlets✓ Engineering support✓ Extension course adaptors✓ Laser pointer <p style="text-align: right;"><i>Prepared by: Cheryl Y.</i></p>

Leisure

Event Facilities	Technical Requirement
✓ Sports halls with courts for badminton, basketball, volleyball and netball	✓ Audio-visual equipment
✓ Olympic size outdoor Volleyball court	✓ LCD projector
✓ Top of the range fitness suites	✓ Wide screen
✓ Fitness and dance studios	✓ DVD's player
✓ Sufficient changing areas, showers, sauna, etc	✓ LCD television flat screen
✓ Stages	✓ Wireless microphones
✓ Water cooler	✓ 220 volt electrical outlets
✓ Vending machine	✓ Engineering support
✓ Spot-light	✓ Extension course adaptors
✓ Air-blower	✓ Laser pointer
✓ Mist fans	
✓ On-site or mobile hospital	
✓ First aid kit	
✓ Basic life support	

Festival

Event Facilities	Technical Requirement
<ul style="list-style-type: none">✓ Sufficient changing areas, showers, sauna, etc✓ Kitchens, canteens and food serving areas✓ Offices or meeting rooms for Media and the Event Staff✓ Telecommunication facilities - telephone, fax, Internet✓ Mist fans✓ Stages✓ Spot-light✓ On-site or mobile hospital✓ First aid kit✓ Basic life support	<ul style="list-style-type: none">✓ Audio-visual equipment✓ LCD projector✓ Wide screen✓ DVD's player✓ LCD television flat screen✓ Wireless microphones✓ 220 volt electrical outlets✓ Engineering support✓ Extension course adaptors✓ Laser pointer

Entertainment

Event Facilities	Technical Requirement
✓ Sufficient changing areas, showers, sauna, etc	✓ Audio-visual equipment
✓ Kitchens, canteens and food serving areas	✓ LCD projector
✓ Offices or meeting rooms for Media and the Event Staff	✓ Wide screen
✓ Telecommunication facilities - telephone, fax, Internet	✓ DVD's player
✓ Mist fans	✓ LCD television flat screen
✓ Stages	✓ Wireless microphones
✓ Spot-light	✓ 220 volt electrical outlets
✓ On-site or mobile hospital	✓ Engineering support
✓ First aid kit	✓ Extension course adaptors
✓ Basic life support	✓ Laser pointer



EVENT

EVENT VENUE SPECIFICATIONS

VENUES AND SITES

Prepared by: Cheryl Y.

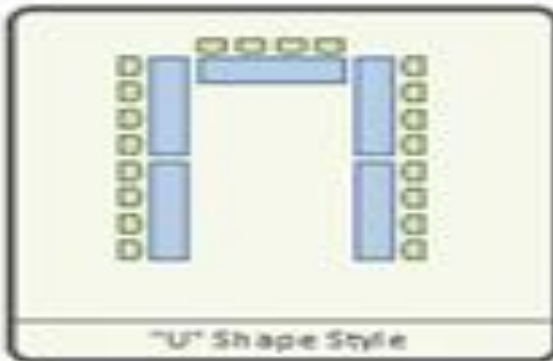
Meeting, Incentive, Convention, Exhibition (MICE) / Official Event



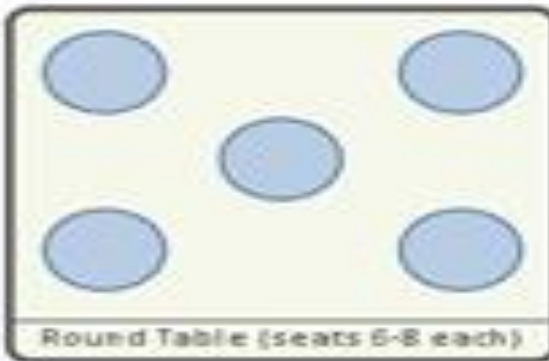
Prepared by: Cheryl Y.

Venue Specification

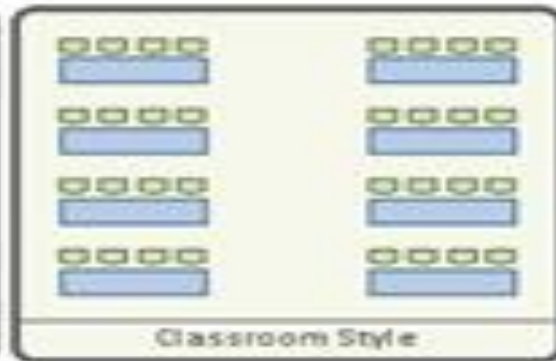
- Venue Capacity
 - Location
 - Layout plan
 - Floor plan



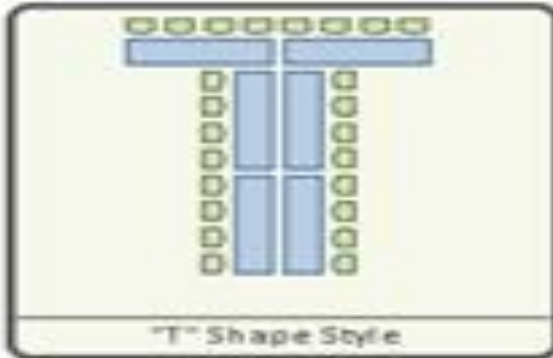
"U" Shape Style



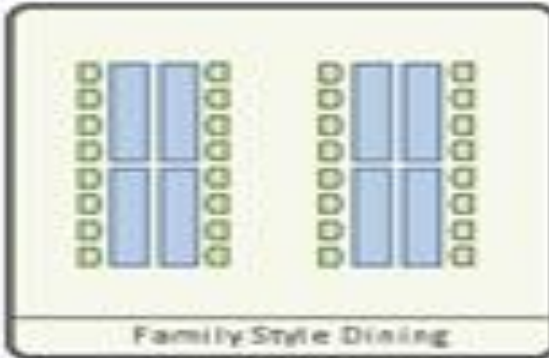
Round Table (seats 6-8 each)



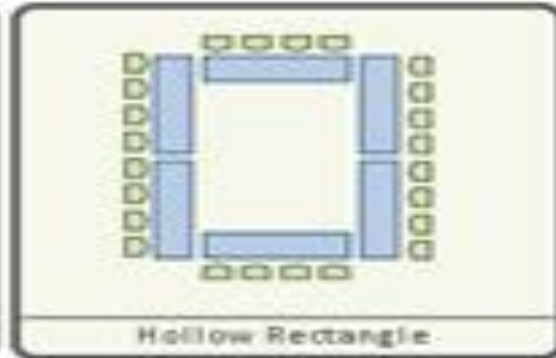
Classroom Style



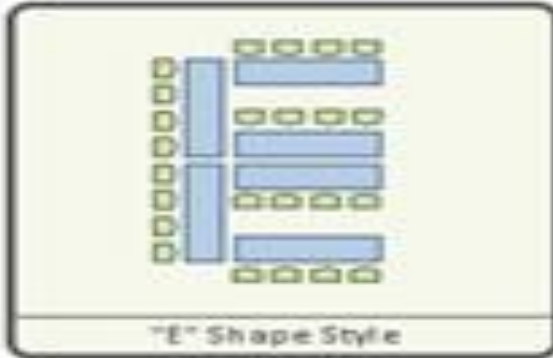
"T" Shape Style



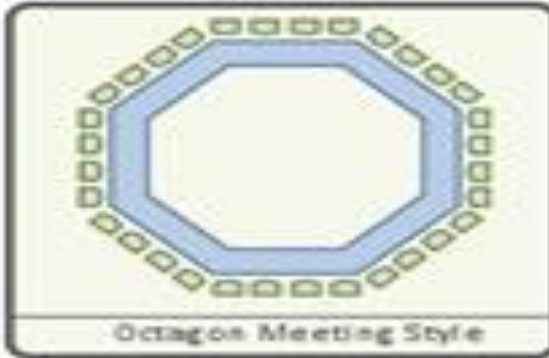
Family Style Dining



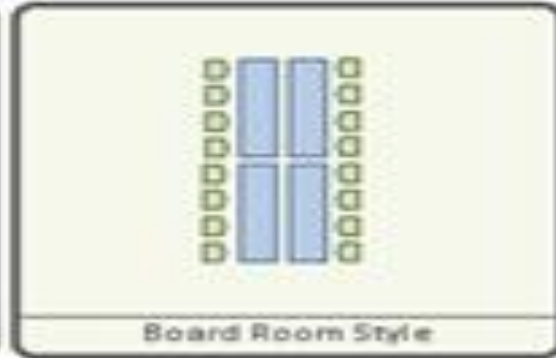
Hollow Rectangle



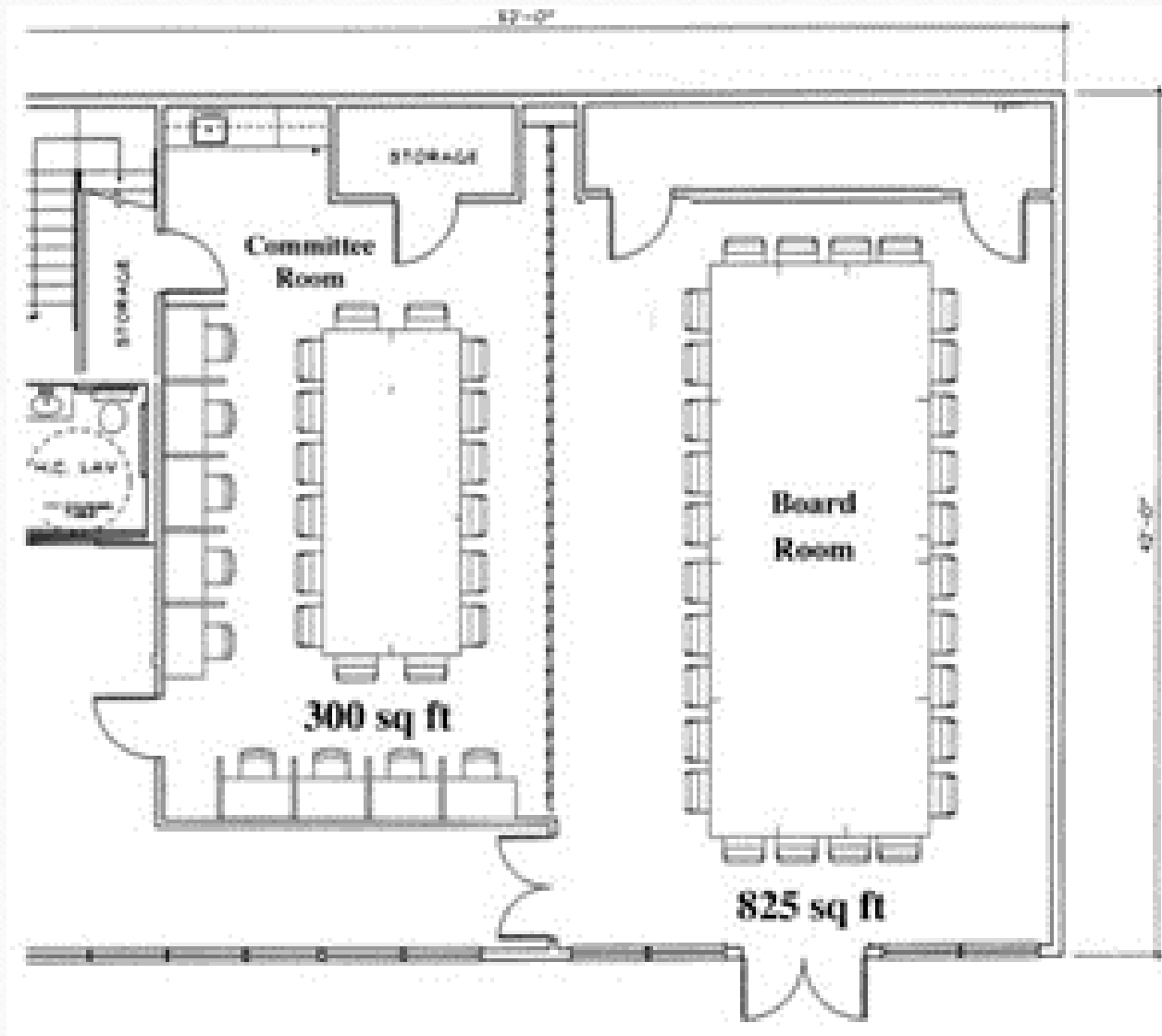
"E" Shape Style



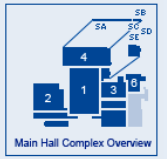
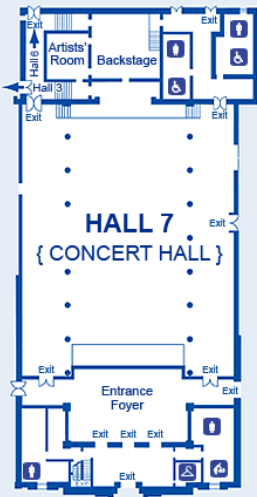
Octagon Meeting Style



Board Room Style



Floor Plan



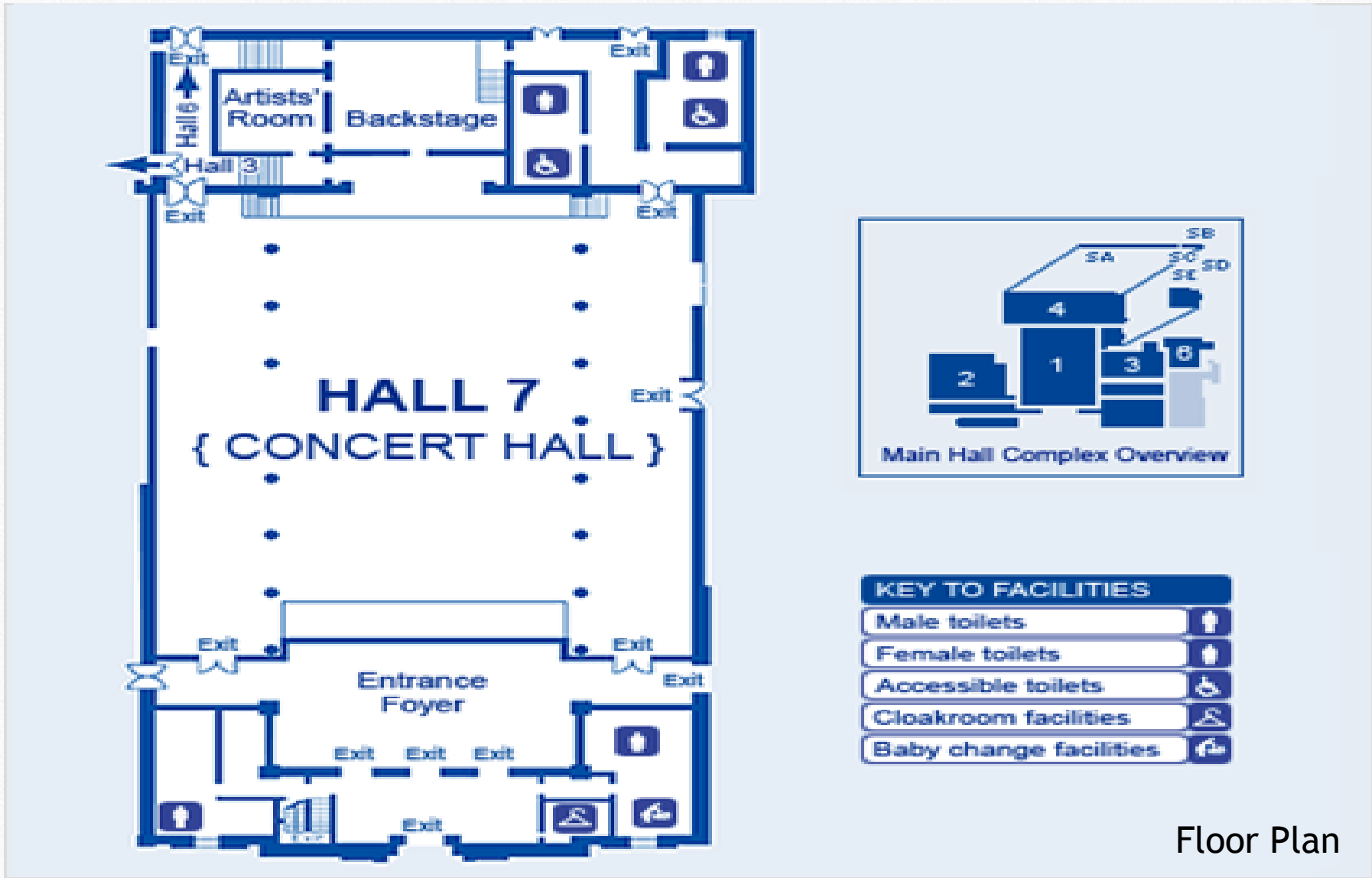
KEY TO FACILITIES	
Male toilets	♂
Female toilets	♀
Accessible toilets	♿
Cloakroom facilities	👜
Baby change facilities	👶

FESTIVAL, LEISURE, SPORT AND ENTERTAINMENT

Venue Specification

- Venue Capacity
- Location
- Layout plan
- Floor plan





Floor Plan

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SEATING ARRANGEMENT

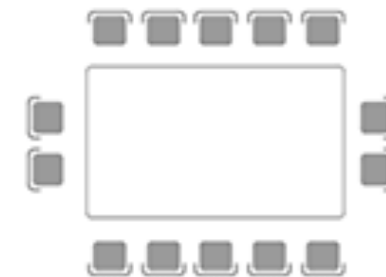
THEATRE STYLE



CLASSROOM



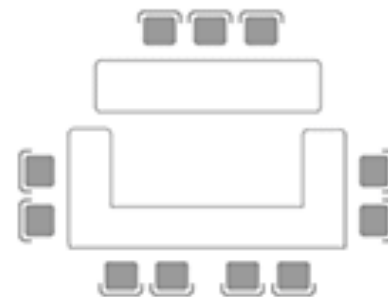
BOARDROOM STYLE



CABARET STYLE



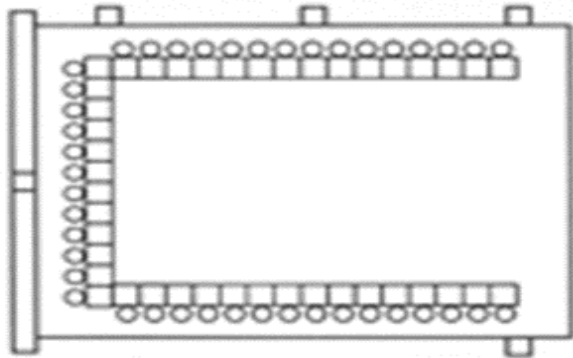
U-SHAPED
(WITH TABLES)



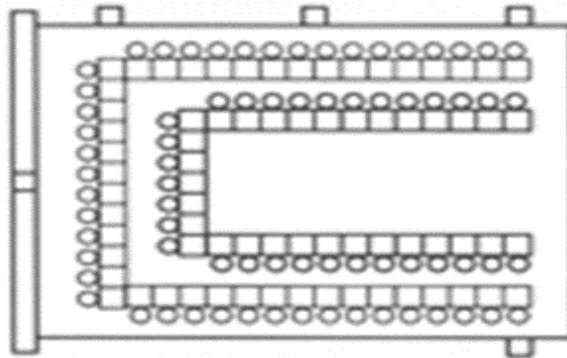
U-SHAPED
(WITHOUT TABLES)



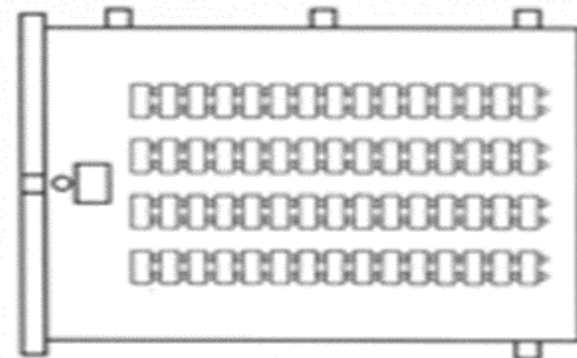
Banquet Seating Arrangement



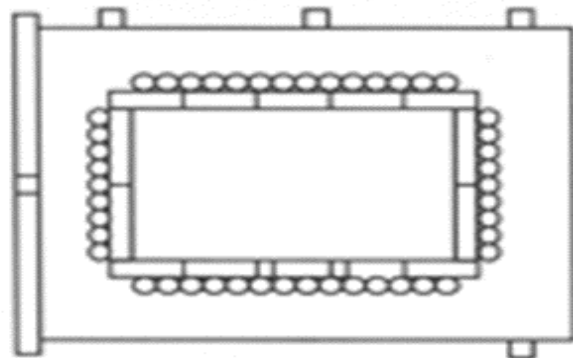
"U" SHAPE



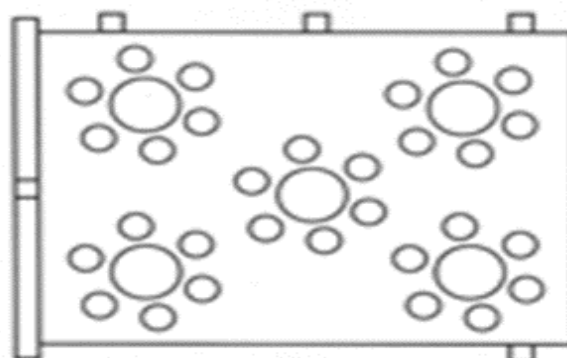
DOUBLE "U" SHAPE



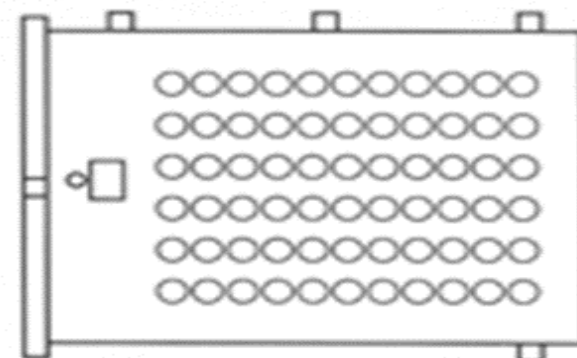
CLASS ROOM



RECTANGLE



SYNDICATE



THEATRE ROOM

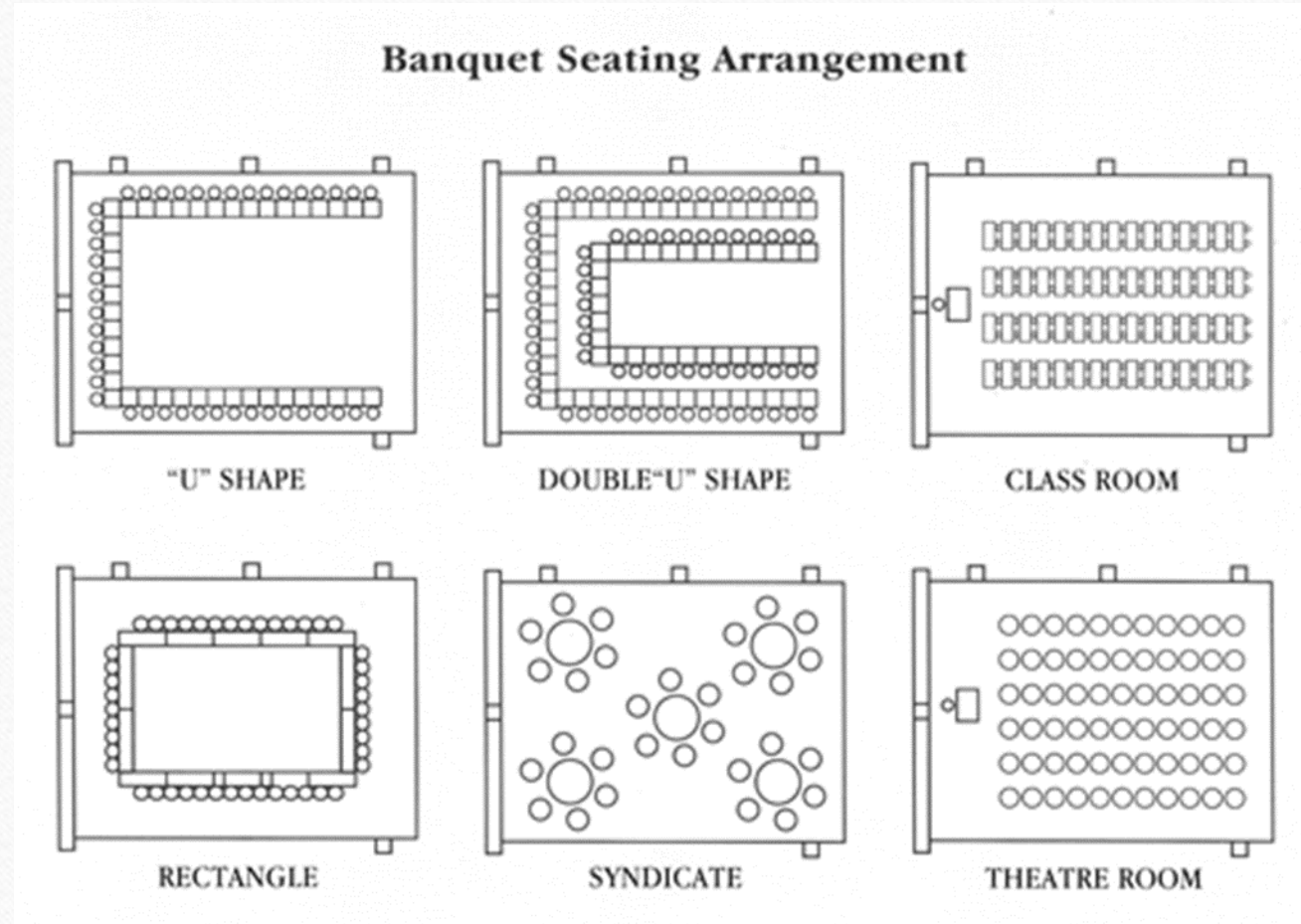
Event Execution Technical check List Preparation

Guest profiling and protocol

Protocol	Etiquette	Principles
<ul style="list-style-type: none">▪ Anthems▪ Ceremonies▪ Distinguished visits▪ Flags and Emblems▪ Introductions▪ Order of Precedence	<ul style="list-style-type: none">▪ Colour usage▪ Dining▪ Dress codes▪ Gestures▪ Gift Giving▪ Personal space▪ Touching	<ul style="list-style-type: none">▪ Courtesy▪ Cultural Tradition▪ Historical Custom▪ Politics▪ Priority▪ Religious Rites▪ Social or Diplomatic Rank

Seating arrangement

- Based on the purpose of the event, politicz, pricing and protocol and proximity requirements
- Purpose of an event may dictate that attendees be able to see and interact with each other.



Traffic control

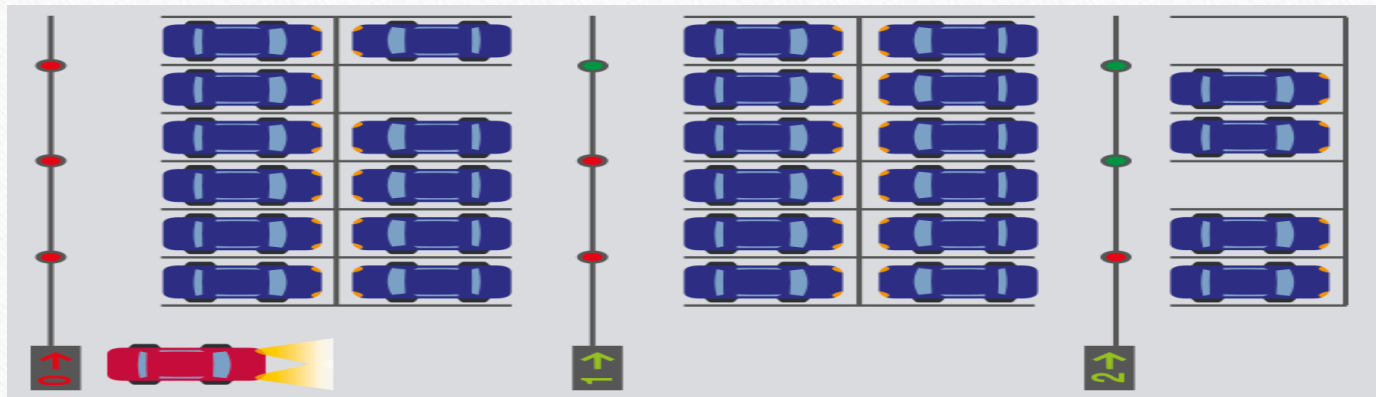
The event coordinator will work with the appropriate authorities to arrange the proper traffic management and control services and strategies. The purpose of traffic control plan is to inform, control and guide road users and protect the safety of all events participants, spectators, police marshals and volunteers.



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Parking

It is important to analyse the expected numbers and types of vehicles likely to arrive as well as evaluate the capacity and quality of space available for parking. You may be using a venue that has sufficient parking on the property, or you may need to identify remote, adjacent or creative parking alternatives.



SIGNAGE

You may require a range of signage to perform various functions:

- Directional signage
- Information signage
- Safety signage
- Welfare signage



Risk

There are several categories of risk the professional event coordinator should examine; safety, security, capability, internal and external. Safety risks include physical harm, violence, sanitation issues, and health issues.

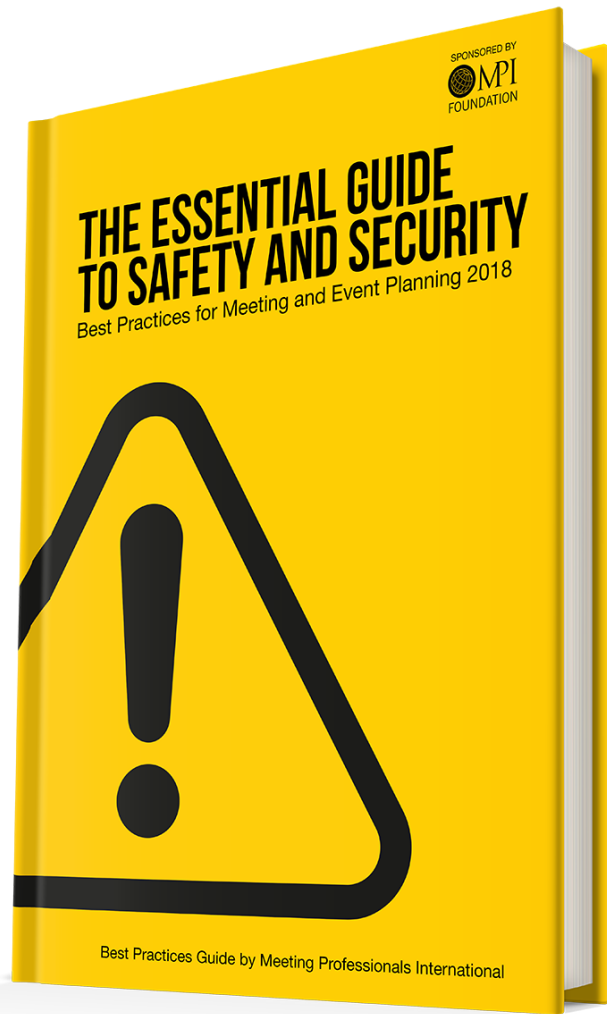
There are four ways to handle risk: avoidance, transference, mitigation and acceptance. Avoidance means you do not take the risk at all. Transferences means you transfer the risk through insurance, performance bonds, warranties, guarantees, or contractual liability.

AT RISK
ASSESSMENT



Risk Assessment





Event Safety Procedure

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Typical Health and Safety Hazards	Safeguards	Protection Priority
<ul style="list-style-type: none"> ➤ Animal/ insects ➤ Activities ➤ Car parks ➤ Crowd capacity ➤ Fire ➤ Food contamination ➤ Noise level ➤ Slips and trips ➤ Special effects ➤ Violence/ crime ➤ Water/ drowning ➤ Weather ➤ Vehicles 	<ul style="list-style-type: none"> ➤ Communication systems ➤ Crowd management ➤ Safety lighting ➤ Venue and site design ➤ Waste management ➤ Emergency services ➤ Transportation management ➤ Sanitary systems 	<ul style="list-style-type: none"> ➤ People ➤ Property ➤ Reputation ➤ Revenues <p>An event's assets are: People Equipment Finances</p>



➤ **EVENT SAFETY
MEMO**

➤ **REPORTING
PROCEDURES**



Module 2

EVENT FACILITIES AND TECHNICAL PREPARATION COORDINATION cont.

2. List out event internal facilities availability/inventory

Event
technical
inventory

Event non-
technical
facilities

Types of
outsourcing
event
materials



Prepared by: Cheryl Y.



EVENT TECHNICAL FACILITIES AVAILABILITY / INVENTORY

Audio Visual Systems	<ul style="list-style-type: none"> ➤ Audience response system ➤ Audio amplifiers ➤ Audio delay system ➤ Audio distribution ➤ Audio effects equipment ➤ Audio mixers ➤ Audio playback equipment ➤ Boom arm attachment ➤ <u>Boombox</u> ➤ Cables-power and connector ➤ Carts, stands and racks ➤ Carpeted podium ➤ CD player ➤ Computer equipment ➤ Digital camera/ camcorder ➤ DVD player ➤ Electronic whiteboard ➤ Equalizer ➤ Flip chart, paper ➤ Laser disk player ➤ Lectern ➤ Loudspeakers ➤ Microphones ➤ Portable PA systems ➤ Projectors ➤ Record player ➤ Reel-to-reel tape recorder ➤ Screens- front, rear, tripod, fast-fold, plasma, dress kits, screen stands and mounts ➤ Sound console ➤ TVs ➤ Whiteboards
Electrical Systems	<ul style="list-style-type: none"> ➤ Appliances ➤ AV equipment ➤ Décor ➤ Entertainment ➤ HVAC systems ➤ Lighting-décor and safety ➤ Sound equipment
Lighting Systems	<ul style="list-style-type: none"> ➤ Beam ➤ Flood ➤ Focus

	<ul style="list-style-type: none"> ➤ Gel ➤ Gobo ➤ Intensity ➤ Iris ➤ Lamp ➤ Lens ➤ Luminaire ➤ Pan ➤ Reflector ➤ Shutter ➤ Spot ➤ Throw ➤ Tilt ➤ Lighting balloon ➤ Strip light ➤ Mirror ball ➤ Pin spot
Staging and Ground Support	<ul style="list-style-type: none"> ➤ Platforms ➤ Entertainment stages ➤ Distinctive displays ➤ Raised area
Fire and Rescue system	<ul style="list-style-type: none"> ➤ Fire extinguisher ➤ Emergency staircase ➤ Axe ➤ Fire alarm
Medical and aid equipment	<ul style="list-style-type: none"> ➤ First aid kit ➤ Basic first aid kit ➤ Basic life support ➤ Advanced life support ➤ On-site or mobile hospital

Tentages	<ul style="list-style-type: none"> ➤ Archways ➤ AV screens/ stands ➤ Balconies/ verandas ➤ Bleachers/ grandstands ➤ Dance platform ➤ Fencing ➤ Flooring ➤ Light towers and trusses ➤ Overhead signage ➤ Roofs and ceiling décor ➤ Seating ➤ Stages ➤ Tents and marquees ➤ Towers and masts ➤ Viewing platform
Ecological facilities such as waste management	<ul style="list-style-type: none"> ➤ Bags ➤ Bins ➤ Cans/receptacles ➤ Front-end –loaders ➤ Roll-off containers ➤ Source separation ➤ Stationary compacters ➤ Wheeled carts
Food and beverage facilities	<ul style="list-style-type: none"> ➤ Beverages ➤ Bar setup and bartenders ➤ Buffet displays ➤ Coffee and energy breaks ➤ Concession equipment ➤ Dinners ➤ Disposable service ware ➤ Ice and ice sculptures ➤ Rental service ware ➤ Serving equipment ➤ Specialty foods ➤ Staffing/ labor ➤ Water stations

Types of outsourcing event material

- Albums
- Arts and crafts
- Audio/ videotape
- Awards
- Badge holders
- Certificates
- Clothing items
- Conference binders
- Custom label beverages
- Flowers
- Food/ beverage items
- Imprinted items
- Logo merchandise
- Photographs
- Memorabilia
- Luggage tags
- Pillow gifts
- Prizes
- Programs
- Restroom
- Souvenir items
- Speaker gifts
- Tote bags
- T-shirts
- Welcome basket