Module 2: Event Planning and Management cont.

EVENT VENUE PREPARATION

Confirm event venue and facilities set up

Prepared by: Cheryl Y.

EVENT VENUE PREPARATION cont.

5. Confirm event venue and facilities set up

Event venue inspection → Event recording procedure →

GEVME

CHECKLIST FOR VENUE SET UP

Prepared by: Cheryl Y.

Event Venue Preparation

How to Prepare a Venue for an Event

HOW TO FIND AND CHOOSE A VENUE

✓ Event type and scale, normally only a limited number of places are usually available for your consideration.

✓ Do not take long for making your decision.

✓ There are three factors that are crucial to be aware of:

❑ The number of guests

❑ The time of day and season of the event

❑ The type of event

Prepared by: Cheryl Y.

13 Important Things to Consider When Choosing Your Event Venue

Prepared by Cheryl Y.

1. Cost (and your budget)
2. Ambiance and mood
3. Capacity and size
4. Access to Wifi
5. Parking
6. Insurance
7. Acoustics and sound
8. Location
9. Technology
10. Food and beverage minimums
11. Layout
12. Additional services
13. Special access/amenities

How to prepare an event venue

Elements that must have for every event, include:

- Budget
- Attendee registration
- Physical space and assets
- Food and beverage
- Team
- Wi-Fi, tech, outlets, etc.
- Audio-visual equipment
- Accommodations

event planning

CALENDAR

PLAN

Prepared by: Cheryl Y.

EVENT VENUE INSPECTION

What is site inspection and why is it important?

什么是现场检查，为什么它很重要？

What is the checklist?
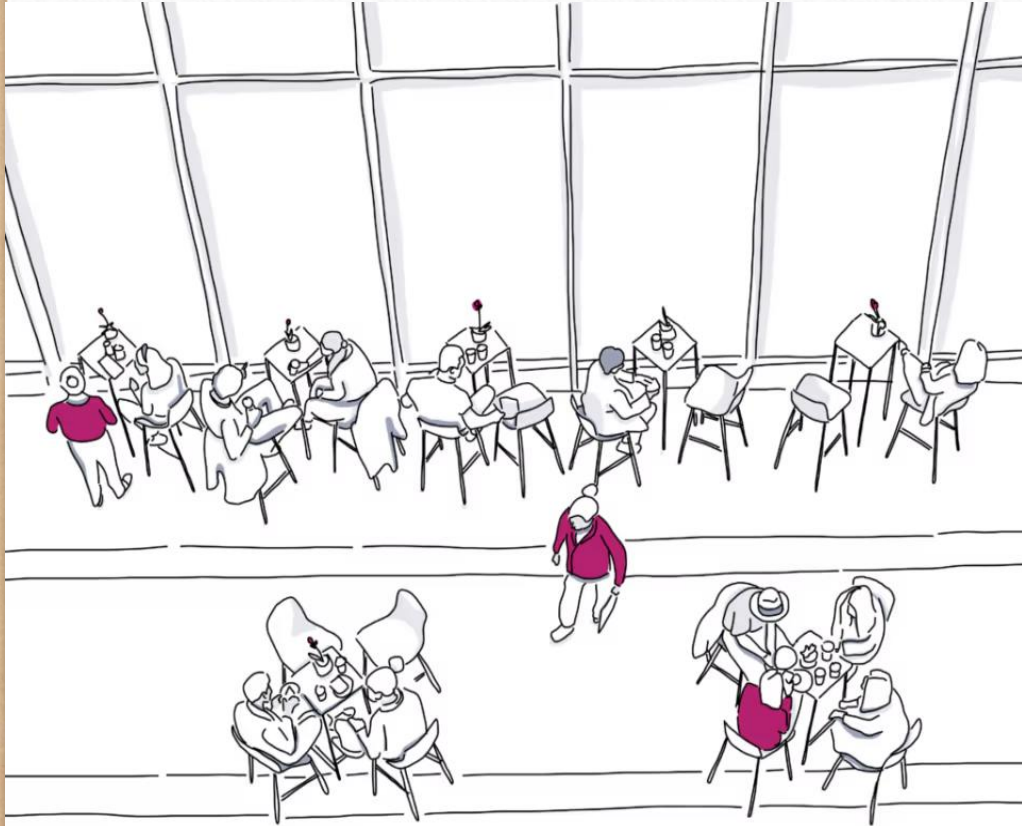
Site Inspection Checklist

F O R

Event Planners

Prepared by: Cheryl Y.

Tips on how to make the most of your site inspection

Prepared by: Cheryl Y.

Event recording procedure

Record filling

Event recording is a process for **documenting the number of times a behavior occurs**. An observer using event recording makes a tally mark or documents in some way each time a student engages in a target behavior. The observer also records the time period in which the behavior is being observed.

Prepared by: Cheryl Y.

Set up Event Venue

Prepared by: Cheryl Y.

Tasks for setting up a venue

Although every event has its own requirements and specific themes, here are some examples of the more common tasks for venue setup. Note that some of the tasks for indoor and outdoor venues do overlap.

Indoor venues
- Erecting sponsor signage (竖立赞助商标牌)
- Erecting flags, banners and bunting
- Fixing direction signs
- Setting up podiums, microphones, amplifiers and speakers for public address
- Positioning nametags and check-in materials
- Setting out tables and chairs (also centerpieces, linens, plates, flatware, and glasses)
- Painting, fixing and/or cleaning equipment, furniture and premises
- Checking security of windows and doors
- Working out lighting and air-conditioning controls
- Positioning of first aid equipment

Outdoor venues
- Mowing grass
- Erecting tents and marquees
- Erecting sponsor signage
- Fixing direction signs
- Setting up microphones, amplifiers and speakers for public address
- Positioning nametags and check-in materials
- Setting out tables and chairs (also centerpieces, linens, plates, flatware, and glasses)
- Checking outdoor surfaces for hazards
- Erecting flags, banners and bunting
- Erecting portable toilets
- Positioning of first aid equipment
-

Confirm Event venue and Facilities Set up

Look at the facilities at your venue

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

Recytrust

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EVENT EXECUTION 事件执行
(完美无瑕)
4 Key Ingredients for Flawless Event Execution

Planning & Collaboration 规划与协作
（合作）

Sourcing & Spend Management
采购和支出管理

Real-Time Reporting 实时报告/准时报告

Robust Infrastructure 强大的基础设施
强大的

ARE YOU READY FOR SOME QUESTIONS?