

## **EVENT COORDINATION**

*US 13929 / NQF Level 3 / Non-Credit Bearing*

Coordinating and planning events, meetings and travel arrangements are often part of a job description but less often are people taught how to plan and coordinate effectively and efficiently. What seems like a simple and straightforward task is often underestimated. Successful coordination and planning of important events and meetings are essential to, not only the smooth operation of the company but also to the company's image. It is being skilled at identifying and managing the finer details involved in planning and coordinating that draw the distinction between a success and mediocracy.

### **WHO SHOULD ATTEND**

- Travel and events coordinators
- Public Relations teams
- Marketing department
- Personal Assistants
- Secretaries
- Hospitality coordinators

### **HOW YOU WILL BENEFIT**

- Learn to become effective in verbal communication so as to get buy-in from others
- Gain skills in managing various schedules, people and commitments involved in identifying meeting or event dates.
- Arrange meetings that run on time, have the correct members attending them and are efficient
- Ensure that post-meeting communication and documentation supports meeting effectiveness
- Learn to identify exactly what your audience's needs are, which needs are more important and why, then book venues and facilities accordingly.
- Learn to communicate finalised meeting, event and travel arrangements assertively
- Gain skills in communicating with outsourced venues, service providers and facilities to ensure that nothing is overlooked
- Ensure that communication between the company and delegates is effective in gaining feedback and commitment and efficient so as to not overload delegates or become time consuming for the organisers

### **WHAT WILL BE COVERED**

- Identifying a date, venue and time for a meeting or event
- Gaining feedback so as to determine most suitable date, time and venue
- Booking the meeting or event with attendees and forwarding all relevant documentation
- Arranging the venue and catering
- Identifying facility constraints and capacity
- Determine travel, car hire and accommodation requirements
- Confirming, processing invoices and advance disbursements
- Assemble and distribute documentation required for the meeting or event
- Assemble, copy and collate documents such as Agenda's and Minutes of Meetings

### **PTO For Table of Contents**

*One-day course 08:30 -16:00*

*Tel: (031) 267 1229*

[sales@kznbtcc.co.za](mailto:sales@kznbtcc.co.za) / [www.kznbusinessstraining.co.za](http://www.kznbusinessstraining.co.za)

## **TABLE OF CONTENTS**

<p align="center"><b>Module 1: Identify a date, venue and time for a meeting or event</b></p>	<p align="center"><b>Module 2: Arrange venue and catering</b></p>
<ul style="list-style-type: none"> <li>• Provide a range of dates for meeting/event to attendees</li> <li>• Determine suitable dates and venues based on responses to range of dates provided</li> <li>• Book the meeting/event and confirm it with attendees in writing</li> <li>• Forward all related documentation to the attendees</li> </ul>	<ul style="list-style-type: none"> <li>• Select the venue and book it</li> <li>• Describe the process of selecting a venue</li> <li>• Confirm special arrangements, logistics, meeting room layout and equipment required with the venue provider</li> <li>• Describe the process of selecting date, caterer and menu, taking into consideration religious and dietary requirements</li> <li>• Forward the agenda for meeting/event to venue provider and caterers so that correct times for meals and breaks can be adhered to</li> <li>• Notify venue and caterers in writing and pay deposits</li> </ul>
<p align="center"><b>Module 3: Make travel, car hire and accommodation arrangements</b></p>	<p align="center"><b>Module 4: Assemble and distribute documentation for meeting or event in good/sufficient time to attendees</b></p>
<ul style="list-style-type: none"> <li>• Determine travel, car hire and accommodation requirements for all attendees</li> <li>• Secure suitable accommodation and confirm bookings in writing</li> <li>• Identify car hire facilities and confirm it in writing</li> <li>• Make travel arrangements and forward all necessary documentation to the attendees</li> <li>• Process invoices relating to travel, car hire and accommodation</li> <li>• Process any relevant advance disbursements for travel, car hire or accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a deadline date for receipt of documentation from contributors according to agreed time frames</li> <li>• Communicate the deadline date to contributors</li> <li>• Assemble, copy and collate documents</li> <li>• Timeously distribute relevant documents in hard or electronic form to participants</li> </ul>

*One-day course 08:30 -16:00*

*Tel: (031) 267 1229*

[sales@kznbtc.co.za](mailto:sales@kznbtc.co.za) / [www.kznbusinessstraining.co.za](http://www.kznbusinessstraining.co.za)