

EVENT COORDINATION

From Planning to Professional Execution

US 13929 / NQF Level 3 / 3 credits

“Coordinate like a pro – every time, every detail”

What looks like a simple calendar entry or a travel booking often hides layers of complexity that can make or break an organisation's image. From sourcing venues to managing dietary preferences, from confirming bookings to circulating final agendas - professional coordination demands skill, precision and proactive thinking.

This practical course provides a structured yet flexible approach to planning events, meetings and travel. With hands-on guidance and real-world tools, participants will learn how to juggle logistics, align stakeholders, identify and manage the finer details, and deliver professional experiences that leave a lasting impression.

Whether you're coordinating a team workshop or an international delegation, this course will equip you with the tools to plan with confidence and deliver with excellence.

WHO SHOULD ATTEND

- Personal Assistants and Executive Assistants
- Secretaries and office administrators
- Travel and events coordinators
- Public relations teams
- Marketing departments
- Hospitality and guest relations coordinators

HOW YOU WILL BENEFIT

- Develop techniques for juggling multiple schedules, commitments, and stakeholders
- Analyse audience needs to select venues and services that match the occasion
- Communicate with delegates to gain commitment without overloading inboxes
- Collaborate effectively with venues, caterers and service providers to avoid oversights
- Coordinate meetings that are punctual, purposeful and well-attended
- Ensure post-meeting follow-up supports action and accountability

One-day course 08:30 -16:00

Tel: (031) 267 1229

sales@kznbtcc.co.za / www.kznbusinessstraining.co.za

WHAT WILL BE COVERED

Identifying a date, venue and time

- Understanding the different types and purposes of meetings and events
- Gathering and analysing feedback to determine suitable dates and venues
- Conducting SWOT analysis and researching venues using online tools and directories
- Booking meetings/events and confirming with attendees in writing

Venue and catering arrangements

- Telephone techniques for venue and catering arrangements (incoming and outgoing calls)
- Assessing facility capacity, layout, seating, and constraints
- The process of selecting a venue, making the booking and confirming arrangements
- Coordinating with caterers, including menu planning and special dietary requirements
- Communicating agendas and final confirmations with providers in writing
- Managing deposits, payments and supplier engagement

Travel, transport and accommodation logistics

- Determining travel, car hire and accommodation needs for attendees
- Booking suitable accommodation and confirming in writing
- Identifying car hire services and processing travel logistics
- Compiling and forwarding itineraries to delegates
- Processing invoices and managing disbursements efficiently

Documentation and communication

- Using technology to streamline coordination
- Setting deadlines for documentation contributions
- Assembling and formatting agendas, meeting minutes and support materials
- Collating, copying and distributing documents both physically and electronically
- Ensuring all communications reflect professionalism and purpose

Annexures and toolkits for real-world use

- Event coordination timetable
- Checklist for arranging a meeting
- Transportation checklist
- Reservation and housing checklist

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