

**BEST PEOPLE.
BEST PRACTICE.
BEST CHOICE.**

**MAXIMISE
SOFTWARE**

SOCIAL MEDIA

**BRING EVENTS
TO LIFE**

**STAGING &
CATERING**

EVENT MANAGEMENT ESSENTIALS

Provides you with a structured approach to operational and creative fundamentals, from inception to debrief. Learn how to develop and deliver successful club events, how to develop budgets, work breakdown structures, and gain an insight into risk mitigation and contingency planning. You'll also explore the key elements and processes involved in registration, catering, staging, security, entertainment, and stakeholder management.

LEARN HOW TO

- Build structures for effective systems and communication
- Maximise software user for productivity
- Understand and incorporate emerging trends in Events
- Bring your Events function to life
- Capitalise on social media in Events

Course delivered in Classroom sessions over 5x2day training sessions held at various Clubs in Sydney. Capitalise on your opportunity to learn from professionals in the industry and visit other Clubs.

For more information contact
(02) 9899 0600 | enquiries@barringtongroup.com.au

\$1570 - \$1850 based on eligibility through payment plan

\$3500 - NON NSW RESIDENTS

You will gain a nationally recognised Certificate IV in Business Administration (BSB40515) qualification upon the successful completion of this course, which is delivered over 6 months.

BARRINGTONS[®]

Barringtons RTO Provider Number 91317



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Club Event Essentials Session Outline

Session 1: Building structures for effective systems and communication

7th & 8th May 2018 Venue: Wenty Leagues

Introduction to the course

Understand the role of Events in 2018

Identify and source data and statistical needs for events

Collect, analyse and report information

Organise meetings and communicate effectively

Session 2: Maximising Software use for productivity & Budgeting for Events

4th & 5th June 2018 Venue: Mounties

Planning and budgeting for events

Use business technology to apply formatting and incorporate graphics

Plan, draft and finalise complex documents that require review and analysis for a range of information sources

Apply style guides and house styles

Edit macros and use templates and graphs

Use advanced functions of spreadsheet and document applications

Plan and design content structure and layout

Session 3: Understanding and incorporating emerging trends in Events

16th and 17th July 2018 Venue: Canterbury Leagues Club

Identify opportunities that exist in Events

Use knowledge of the event industry to enhance quality of events at the Club

Understand event types and staging events, products and services

Review current and emerging technologies used by event organisations

Incorporate quality assurance standards in events

Assist with set-up, operation and break-down of staging requirement

Provide staging support to ensure a successful event

Session 4: Bringing your Events functions to life

21st and 22nd August 2018 Venue: Club Marconi

Process registrations for difference club events

Produce reports for registrations

Complete registrations within specified constraints and deadlines

Understand and implement onsite registrations

Review onsite registrations

Session 5: Capitalising on social media in Events

24th September 2018 Venue: Hornsby RSL Club

Prepare content for use on social media

Use social media to enhance customer engagement

Understand data analytics for social media

Market and promote your Club through social media

Graduation Afternoon Tea

