



Event Management Essentials

Learn the fundamentals that contribute to the successful planning, management and delivery of any event, big or small.

Who the course is for

Most community organisations use events as a way to bring together a selected audience, to communicate a message or to raise money or awareness. Successfully delivered, an event can have a really positive impact on an organisation. Aimed at those with little or no experience in Event Management, this course will take you through the fundamental elements that contribute to the successful planning, management and delivery of any event, big or small.

Book the morning course on the same day: Focus on Community Fundraising

Course content

- Defining your Event Strategy and Content
- Sponsorship and Marketing
- Planning and Budgeting for your event
- Selecting Suppliers
- Delegate Management and Event Logistics
- Post Event Activities

Learning outcomes

Participants attending this course will:

- Gain a full understanding of the event life cycle
- Be aware of the event project management process and techniques
- Learn how to organise a successful event.

Course details

The Trainer

Sarah Halfpenny has worked within the events industry since 2001. She has managed a diverse portfolio of events and trained and supported over 80 event professionals.

Date: 27/11/2019

Time: 14.00-17.00

Venue

67 Fore Street
Hertford
SG14 1AL

Cost

£25 VCS - CVS Members
£35 VCS – Non Members
£70 – Private/Statutory

To Book

Click [here](#) to book online

Booking contact:

0300 123 1034

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