

Special Events Management

Study Plan

Date	Tuesday (Lecture)	Date	Thursday (Minor Events)
6 june	Introduction / Pretest	8 june	Event Management Principle *Charity event planning in group
13 june	Exhibition Management t* Charity Event planning in group	15 june	Event 1
20 june	Duty of Events Organizer	22 june	Event 2
27	Venue Management	29	Event 3
4 july	Quiz1 / Midterm Exam Review	6 july	MIDTERM EXAM WEEK
11july	Pre events/ Post Events	13july	Small report (In class) Report about the charity your group have conduct Grand Events Preparation (Brochure/ Opening Script/MC Planning)
18july	Logistic for Events (Freight forwarder)	20july	Grand Event/ Exhibition (public report of charity events results) opening ceremony included
25 July	Quiz 2 / Final Exam Review	27 july	Last date for hand in report

MIDTERM EXAM: 6 JULY 2017

FINAL EXAM: SEE SSRUIC WEBSITE

Scoring criteria

- Attendance 10% (lectures and events)
- Group project 40%
 - Event Creation (20)
 - Exhibition(10)
 - Report (10)
- Midterm 20%
- Final 30%
- TOTAL 100 %

About Group Project

- Student form group of 8-10 persons
 - Choose a topic of your charity Event
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- Small Event 1 – 3 to find “Fund” (supporting money) (60 Points)
 - The small events need to be different each week to create variation and interest. For example (create a small booth to sell some food or beverage or Doing something in exchange for donations”)
 - Each small Events need to have proper PR to inform people about the events (on facebook or pamphlet in an elevator)
 - After small Events , students donate the money to the charity organization chosen
 - Then, Create an Exhibition to the public (20 points), explain the result of your project
 - Presentation (In class) to your teacher and hand in Post Report (20 Points)
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Event 1 _____ (15 June)

Explain Activity Detail

PR Plan _____

Please write your itinerary

Time	Activity	Responsible person(s)
Pre- Event		
At - Event		
Post -Event		

Event 2

Explain Activity Detail

PR Plan _____

Please write your itinerary

Time	Activity	Responsible person(s)
Pre- Event		
At - Event		
Post -Event		

Explain Activity Detail

PR Plan _____

Please write your itinerary

Time	Activity	Responsible person(s)
Pre- Event		
At - Event		
Post -Event		

PRETEST

- Let's Test your memory about Event Management

Class Activity

- Let's discuss with your group
 1. What is the organization you wish to donate the money to?
 2. What kind of Activity (theme) you wats to conduct to raise money in Event1 Event2 Event3
 3. Divide the duty and responsibility with your friends (head of group, PR, Poster making, Activity creator, group accountant, venue management persons, secretary, photographeretc.)

HOMework

- Reach the conclusion
 1. the organization to donate money to?
 2. Activity (theme) to raise money in Event1
Event2 Event3
 3. duty and responsibility