

Events 101

Hosting and Running an Event

Hosting and running events can be fraught with problems if you don't get the basics right.

This course covers the essentials of running both small and large events as well as government and corporate functions. Using practical exercises, we work through the key stages of hosting a professional event, focussing on the importance of the planning and preparation stages and how professional post-event analysis can ensure continued success of an event.

Topics include:

- Planning and preparation
- Events risk managements
- Budget preparation and promotion
- Organising equipment, staff and catering
- Post-event analysis

To book →

Please fax completed form to 02 6295 7066.

