

Event Manuals & Handbooks

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Event Management Manual

Ciro Irmici



Event Management Manual:

Event Planning and Management Ruth Dowson, David Bassett, 2015-09-03 The events industry is an exciting innovative diverse and highly challenging environment in which to work Event Planning and Management offers a structured practical approach to all types of events from the initial planning to final evaluating stages It introduces the key models and theories but focuses on the practical side of building and working with a team choosing a location creating a programme dealing with stakeholders and sponsors promoting the event essential financial and procurement considerations and finally evaluating the event Each stage of the process is fully supported with online resources including templates and discussion questions to make up a complete event planner's toolkit Balancing coverage of the key theory and models with essential practical guidance tools and case studies from organizations such as London 2012 and the Prince's Trust Event Planning and Management is an ideal handbook for students and practitioners alike About the PR in Practice series Published in collaboration with the Chartered Institute of Public Relations CIPR the PR in Practice series comprises accessible practical introductions to day to day issues of public relations practice and management The series action oriented approach keeps knowledge and skills up to date

The Complete Guide to Special Event Management Ernst & Young LLP, Dwight W. Catherwood, Richard L. Van Kirk, 1992-08-04 Produced by the advisors to the Nobel Peace Prize and the 1984 Olympics this book offers practical event management and marketing advice flavoured with various anecdotes in one easy to read format It explains precisely how to build image or company recognition by sponsoring diverse sizes and types of events ranging from entertainment to sports It also covers every stage of marketing logistics finance concessions and public relations

Successful Event Management Anton Shone, Bryn Parry, 2013 Now in its fourth edition this tried and tested guide for both students and practitioners combines a rigorous theoretical grounding with practical insights into every aspect of the organizing and running of events Presented in two engaging parts Part 1 provides a comprehensive overview of the events business including market demand for events the role of suppliers and the social and economic impact of the event business Part 2 focuses on aspects of event organization including planning an event financial management logistics legal aspects marketing public relations and legacies The text considers event management from an international perspective with a particular focus on Europe but also encompassing the Middle East and Africa Successful Event Management is essential reading for all undergraduate and post graduate event management students and is also an ideal resource for active practitioners looking for both a practical guide and a rigorous overview of the subject

Event Management Ashutosh Chaturvedi, 2009 The book provides a proven and effective system that is not only accountable and responsible but also fosters the creativity so essential to an industry called events There are two trends in the modern event industry The first is the drive for professionalism in response to internal and external forces which shows in compressed form the historical process that is occurring in events The other trend is convergence that is the convergence of corporate and public events

This book not only describes the best practices in corporate event project management it also allows you to prepare for the coming changes in the corporate event industry It introduces the basic event project management process It also explores the importances of the venue or event site The simple language of this book will be very helpful for the students

The Art of Event Management: A Step-by-Step Guide *Ciro Irmici, 2025-10-11* The Art of Event Management A Step by Step Guide unlocks the secrets to creating unforgettable events whether you re planning a corporate conference a lavish wedding or a community fundraiser This comprehensive guide walks you through every stage of event planning with clarity and expertise from setting objectives and budgeting to selecting venues and crafting perfect event programs Written by industry experts this book provides practical advice real world examples and insider tips that will equip you with the skills to execute flawless events regardless of size or complexity Delve into chapters covering financial management vendor coordination marketing strategies and post event analysis Each section is designed to build your confidence and knowledge empowering you to create experiences that exceed expectations Whether you re a seasoned professional or new to event management The Art of Event Management A Step by Step Guide is your essential resource for transforming event ideas into reality captivating your audience and delivering events that leave a lasting impact Ready to elevate your event planning skills

The Event Manager's Bible 3rd Edition *D.G. Conway, 2014-02-21* Anyone responsible for organising a voluntary or public event will want to do it safely and well complying with the legislation relating to different aspects of their event This book will help you to research plan organise manage and deliver any event match show tournament or function that will be attended by more than a handful of people You may be running a gymkhana fete fun run steam fayre half marathon carnival school sports day jumble sale tennis tournament car boot sale model aircraft show or even a huge pop festival or Formula 1 car race Whatever it is the principles are the same As event manager you will need to research plan liaise with authorities obtain permissions and licences comply with legal requirements and then deliver the event to the public

Contents 1 Introduction 2 The event manager 3 The event objective 4 Planning the event 5 Health 6 Type of event 7 When to run the event 8 Defining your target audience 9 Audience size 10 Advertising 11 Event attractions 12 Event requirements 13 Accommodation and services 14 Event site 15 Traffic management 16 Sign posting 17 Permissions 18 Car parking 19 Radio communications 20 Staffing 21 First aid 22 Security 23 Insurance 24 Emergency and normal procedures 25 Formal presentation 26 Event manager s manual 27 Money 28 Accounts 29 Video diary evidence 30 Setting up 31 Site maintenance 32 Strip down clear up 33 Final debrief 35 Conclusion Annex A Annex B Index

Event Management *Greg Damster, Dimitri Tassiopoulos, 2005* Dealing with event management in developing countries specifically South Africa this textbook confronts the specific challenges of creating well run events in places where world class catering and party supplies are not as readily available as in developed nations Complete with advice about all aspects of managing an event the second edition incorporates additional graphs tables and photographs as well as new material about the legal aspects of event planning

The Complete Guide to Special Event

Management Ernst & Young LLP, Dwight W. Catherwood, Richard L. Van Kirk, 1992-08-04 Produced by the advisors to the Nobel Peace Prize and the 1984 Olympics this book offers practical event management and marketing advice flavoured with various anecdotes in one easy to read format It explains precisely how to build image or company recognition by sponsoring diverse sizes and types of events ranging from entertainment to sports It also covers every stage of marketing logistics finance concessions and public relations *Routledge Handbook of Sports Event Management* Milena Parent, Jean-Loup Chappelet, 2017-07-14 From the Olympic Games to community level competitions sports events can be complex and pose a particular set of managerial challenges The Routledge Handbook of Sports Event Management surveys the management of sports events around the world of every size and scale from small to mega events including one off and recurring events and single sport and multi sport events The book adopts a unique stakeholder perspective structured around the groups and individuals who have an interest in and co create sports events including organising committees promoters sport organisations spectators community groups sponsors host governments the media and NGOs Each chapter addresses a specific stakeholder defines that stakeholder and its relationships with sports events describes the managerial requirements for a successful event assesses current research and directions for future research and outlines the normative dimensions of stakeholder engagement such as sustainability and legacy No other book takes such a broad view of sports event management surveying key theory current research best practice and moral and ethical considerations in one volume With contributions from leading sport and event scholars from around the world the Routledge Handbook of Sports Event Management is essential reading for any advanced student researcher or professional with an interest in sport management sport development sport policy or events *The Practical Guide to Managing Event Venues* Philip Berners, 2018-07-20 This is a short accessible and practical guide to running venues which are in the business of hosting events Using honest guidance peppered with the author's real life situational anecdotes to contextualise the topics the book is logically structured around the key stages of event management pre event onsite and post event Topics covered include developing the client relationship marketing financial accountability risk interdepartmental communication onsite procedures and post event evaluation This is a fundamental resource for all event management and hospitality students It is also a book for anybody who manages a venue or is a venue event manager The Practical Guide to Managing Event Venues makes the business of venue management appealing understandable and achievable

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