

## TEMPLATE BUNDLE

# Event Manuals & Handbooks

### CONFERENCE SHOWBOOK

#### Event Information

EVENT NAME	CONFERENCE 17/18/19
VENUE	CONFERENCE ROOMS
ADDRESS	CONFERENCE ROOMS Monday 17/18/19 - 09:00 - 17:00 Tuesday 18/19/20 - 09:00 - 17:00 Wednesday 19/20/21 - 09:00 - 17:00
EVENT DATES	CONFERENCE ROOMS Monday 17/18/19 - 09:00 - 17:00 Tuesday 18/19/20 - 09:00 - 17:00 Wednesday 19/20/21 - 09:00 - 17:00
CONFERENCE ROOMS	CONFERENCE ROOMS Monday 17/18/19 - 09:00 - 17:00 Tuesday 18/19/20 - 09:00 - 17:00 Wednesday 19/20/21 - 09:00 - 17:00
CONFERENCE ROOMS	CONFERENCE ROOMS Monday 17/18/19 - 09:00 - 17:00 Tuesday 18/19/20 - 09:00 - 17:00 Wednesday 19/20/21 - 09:00 - 17:00

#### Map of the Venue



### CONFERENCE SHOWBOOK

#### Programme

Time	Activity
09:00 - 10:00	Registration and Welcome Reception
10:00 - 11:00	Breakfast and Welcome Reception (10:00 - 11:00)
11:00 - 12:00	Breakfast
12:00 - 13:00	Registration and Welcome Reception
13:00 - 14:00	Breakfast
14:00 - 15:00	Registration and Welcome Reception
15:00 - 16:00	Breakfast
16:00 - 17:00	Registration and Welcome Reception
17:00 - 18:00	Breakfast
18:00 - 19:00	Registration and Welcome Reception
19:00 - 20:00	Breakfast
20:00 - 21:00	Registration and Welcome Reception
21:00 - 22:00	Breakfast
22:00 - 23:00	Registration and Welcome Reception
23:00 - 24:00	Breakfast
24:00 - 25:00	Registration and Welcome Reception
25:00 - 26:00	Breakfast
26:00 - 27:00	Registration and Welcome Reception
27:00 - 28:00	Breakfast
28:00 - 29:00	Registration and Welcome Reception
29:00 - 30:00	Breakfast
30:00 - 31:00	Registration and Welcome Reception
31:00 - 32:00	Breakfast
32:00 - 33:00	Registration and Welcome Reception
33:00 - 34:00	Breakfast
34:00 - 35:00	Registration and Welcome Reception
35:00 - 36:00	Breakfast
36:00 - 37:00	Registration and Welcome Reception
37:00 - 38:00	Breakfast
38:00 - 39:00	Registration and Welcome Reception
39:00 - 40:00	Breakfast
40:00 - 41:00	Registration and Welcome Reception
41:00 - 42:00	Breakfast
42:00 - 43:00	Registration and Welcome Reception
43:00 - 44:00	Breakfast
44:00 - 45:00	Registration and Welcome Reception
45:00 - 46:00	Breakfast
46:00 - 47:00	Registration and Welcome Reception
47:00 - 48:00	Breakfast
48:00 - 49:00	Registration and Welcome Reception
49:00 - 50:00	Breakfast
50:00 - 51:00	Registration and Welcome Reception
51:00 - 52:00	Breakfast
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91:00 - 92:00	Breakfast
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93:00 - 94:00	Breakfast
94:00 - 95:00	Registration and Welcome Reception
95:00 - 96:00	Breakfast
96:00 - 97:00	Registration and Welcome Reception
97:00 - 98:00	Breakfast
98:00 - 99:00	Registration and Welcome Reception
99:00 - 100:00	Breakfast

### EXHIBITOR EVENT MANUAL

#### Event Information

For more information, visit [www.eventmanual.co.uk](http://www.eventmanual.co.uk)

Time	Activity	Location
09:00 - 10:00	Registration and Welcome Reception	Exhibitor
10:00 - 11:00	Breakfast and Welcome Reception (10:00 - 11:00)	Exhibitor
11:00 - 12:00	Breakfast	Exhibitor
12:00 - 13:00	Registration and Welcome Reception	Exhibitor
13:00 - 14:00	Breakfast	Exhibitor
14:00 - 15:00	Registration and Welcome Reception	Exhibitor
15:00 - 16:00	Breakfast	Exhibitor
16:00 - 17:00	Registration and Welcome Reception	Exhibitor
17:00 - 18:00	Breakfast	Exhibitor
18:00 - 19:00	Registration and Welcome Reception	Exhibitor
19:00 - 20:00	Breakfast	Exhibitor
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21:00 - 22:00	Breakfast	Exhibitor
22:00 - 23:00	Registration and Welcome Reception	Exhibitor
23:00 - 24:00	Breakfast	Exhibitor
24:00 - 25:00	Registration and Welcome Reception	Exhibitor
25:00 - 26:00	Breakfast	Exhibitor
26:00 - 27:00	Registration and Welcome Reception	Exhibitor
27:00 - 28:00	Breakfast	Exhibitor
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29:00 - 30:00	Breakfast	Exhibitor
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36:00 - 37:00	Registration and Welcome Reception	Exhibitor
37:00 - 38:00	Breakfast	Exhibitor
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99:00 - 100:00	Breakfast	Exhibitor

# Event Management Manual

**Allison Saget**



## **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 *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 Event Planning Manual* Adrienne Leigh Walsh, 2002 **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

Handbook of Research on Key Dimensions of Occupational Safety and Health Protection Management Živković, Snežana, Krstić, Bojan, Rađenović, Tamara, 2021-12-10 Much remains to be known about occupational safety and health occupational diseases legislation practices and cases worldwide as well as the implications for sustainable development in different countries in pandemic crisis conditions Thus a better understanding of the different safety and health management developments across different contexts to assess their impact on sustainability is needed The Handbook of Research on Key Dimensions of Occupational Safety and Health Protection Management discusses the necessity to protect the workforce and the importance of occupational safety and health management This book will encourage organizations to create a preventative safety and health culture Covering topics such as economic development employment injury insurance and personnel security this book is an excellent resource for managers of public and private organizations executives professionals researchers policymakers human resource managers government authorities professionals students and academicians **Events Feasibility and Development** William O'Toole, 2011 Operational integrity and its feasibility

**Regional Event Management Handbook** Rob Harris, Johnny Allen, 2002-01 Provides those involved in the conduct of events in regional Australia with a comprehensive insight into the event management process preface **The SAGE Handbook of Hospitality Management** Roy C Wood, Bob Brotherton, 2008-06-05 At last a comprehensive systematically organized Handbook which gives a reliable and critical guide to all aspects of one of the world s leading industries the hospitality industry The book focuses on key aspects of the hospitality management curriculum research and practice bringing together leading scholars throughout the world Each essay examines a theme or functional aspect of hospitality management and offers a critical overview of the principle ideas and issues that have contributed and continue to contribute within it Topics include The nature of hospitality and hospitality management The relationship of hospitality management to

tourism leisure and education provision The current state of development of the international hospitality business The core activities of food beverage and accommodation management Research strategies in hospitality management Innovation and entrepreneurship trends The role of information technology The SAGE Handbook of Hospitality Management constitutes a single comprehensive source of reference which will satisfy the information needs of both specialists in the field and non specialists who require a contemporary introduction to the hospitality industry and its analysis Bob Brotherton formerly taught students of Hospitality and Tourism at Manchester Metropolitan University He has also taught Research Methods to Hospitality and Tourism students at a number of international institutions as a visiting lecturer Roy C Wood is based in the Oberoi Centre of Learning and Development India

### **Event Planner's Handbook: Tips and Techniques for Success**

Anand Vemul, Event Planner s Handbook Tips and Techniques for Success is an indispensable resource for both aspiring and seasoned event planners offering a wealth of practical guidance expert insights and proven strategies to ensure the success of any event The book begins by laying the foundation for effective event planning covering essential topics such as understanding client needs setting objectives and creating comprehensive event briefs Readers are guided through the entire event planning process from initial concept development to post event evaluation with each chapter providing actionable tips and techniques drawn from real world experiences One of the key strengths of Event Planner s Handbook lies in its emphasis on versatility and adaptability Recognizing that no two events are alike the book equips readers with the tools and techniques needed to tailor their approach to different types of events audiences and objectives Whether planning a corporate conference a wedding or a charity gala readers will find practical advice and customizable templates to streamline their planning process and deliver exceptional results Moreover the handbook addresses common challenges encountered by event planners and offers strategies for overcoming them with confidence From managing tight budgets and navigating vendor relationships to troubleshooting on the day emergencies readers will gain valuable insights into the art of problem solving and crisis management in the fast paced world of event planning In addition to its focus on practical skills Event Planner s Handbook underscores the importance of creativity and innovation in event design and execution Readers are encouraged to think outside the box explore new trends and incorporate unique elements that will leave a lasting impression on attendees Overall Event Planner s Handbook Tips and Techniques for Success is a comprehensive guide that equips event planners with the knowledge skills and confidence needed to orchestrate flawless events that exceed client expectations With its blend of practical advice expert insights and inspirational ideas this handbook is sure to become an invaluable companion for anyone passionate about the art of event planning

### **The Event Marketing Handbook** Allison Saget,2012 Industry

expert Allison Saget shows marketing professionals how to maximize return on investment for the dollars their companies spend on events Features case studies planning templates sample time frames event programs and names of associations

### **Professional Event Coordination** Julia Rutherford Silvers,2012-02-09

### **The Event Manager's Bible 3rd Edition**

D.G. Conway, 2020-02-04 Anyone responsible for organizing 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 organize 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 Festival and Special Event Management Johnny Allen, William O'Toole, Robert Harris, Ian McDonnell, 2008-01-02 Festivals and special events have grown into a massive industry worldwide generating billions of dollars for regional centers states and countries Festival and Special Event Management provides a comprehensive overview of the theory and procedures essential to managing festivals and special events Australian authors *The Design and Development of an Event Planning Manual* Alycia Joan Johnson, 2008 Event Management & Event Tourism Donald Getz, 2005 This book provides both an overview of event studies and a foundation for professional event management The Event Professional's Handbook Simon Burton, Chris Barez Brown, Debs Armstrong, Mark Cochrane, Nick de Bois, Sean Doyle, Tracy Halliwell, Chris Hornbuckle, Simon Hughes, Kevin Jackson, Brian Ludwig, Jason Megson, Nigel Rushman, Jason Allan Scott, Bonny Shapira, Mark Smith, Peter Wardell, Bjorn Wigforss, 2016-09-14 THE EVENT PROFESSIONAL S HANDBOOK aims to inspire encourage and guide anyone working in or thinking about working in the events industry Its contributors represent some of the most interesting thinkers and practitioners in the industry today But the handbook is not a how to or an instruction manual It s more like a smorgasbord of event professionals thoughts and ideas designed to whet the appetite provide a moment of insight or a way of navigating a challenge in a new way **Leisure & Tourism Events Management & Organization Manual** David C. Watt, 1992 **The Nonprofit Management Handbook** Tracy D. Connors, 1993 Take the trial and error out of nonprofit management by drawing on the experience of top nonprofit experts Now in paper Imagine being able to sit down and talk shop with fund raising professionals legal experts management consultants and nonprofit executives Think of all the exciting management ideas you could walk away with ideas that could help you run your nonprofit organization more efficiently and effectively That is precisely what you ll find here What direction should you take your

nonprofit What are the best ways to implement change How can you fulfill your public service mission in the face of dwindling resources and a more competitive environment This book confronts tough questions like these along with many other vital issues facing nonprofits Never before has one sourcebook discussed the full scope of management policies and procedures as they apply to the special needs of nonprofit organizations A distinguished panel of 40 nationally recognized experts in the field discuss the latest management techniques Includes vital forms checklists organizational charts sample letters and flow charts Integrates total quality management TQM principles into the overall management of nonprofits

TRACY DANIEL CONNORS Bowie Maryland is President of the BelleAire Institute a management communications and publishing organization He also edited the Volunteer Management Handbook Nonprofit Organization Handbook and Financial Management for Nonprofit Organizations      *Event Management* ,2009

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