



**Palomino Training Solutions**  
specialists in corporate training

P O Box 1460, Durbanville, 7551  
Mobile: 082 878 1164, Facsimile: 086 515 7684  
E-mail: [training@palominosa.co.za](mailto:training@palominosa.co.za), Web: [www.palominosa.co.za](http://www.palominosa.co.za)

## **Event Co-ordination Training (1 day)**

### **Course Overview**

**Fact: A well co-ordinated event (small or large) creates a lasting impression on the attendees.**

Learning how to prepare, organise and co-ordinate an event is a skill that will help you in all aspects of your life. Knowing what to do and when will put you ahead of your game and lead to greater success. This workshop will help you to find ways to be more organised and to be on top of your game at all times.

This workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.

### **Target Audience**

This workshop is designed for everyone who needs to organise an event of any kind - from small meetings to larger team building days.

### **Course Outline**

#### **Session 1 - Identifying the Date, Venue & Time for a Meeting or Event**

1. A range of dates for meeting/event are provided to attendees.
2. Suitable dates and venues are determined based on responses to range of dates provided.
3. Meeting/event is booked and confirmed with attendees in writing.
4. All related documentation is forwarded to the attendees.

#### **Session 2 - Arranging the Venue & Catering**

1. Venue is selected and booked.
2. Process of selecting venue is described.
3. Special arrangements, logistics, meeting room layout and equipment required are confirmed with the venue provider.
4. Process of selecting date, caterer and menu is described, taking into consideration religious and dietary requirements.
5. Agenda for meeting/event is forwarded to venue provider and caterers so that correct times for meals and breaks can be adhered to.
6. Venue and caterers are notified in writing and deposits paid.



**Palomino Training Solutions**  
specialists in corporate training

P O Box 1460, Durbanville, 7551  
Mobile: 082 878 1164, Facsimile: 086 515 7684  
E-mail: [training@palominosa.co.za](mailto:training@palominosa.co.za), Web: [www.palominosa.co.za](http://www.palominosa.co.za)

### **Session 3 - Making Travel, Car Hire & Accommodation Arrangements**

1. Travel, car hire and accommodation requirements for all attendees are determined.
2. Suitable accommodation is secured and bookings confirmed in writing.
3. Car hire facilities are identified and confirmed in writing.
4. Travel arrangements are made and all necessary documentation forwarded to the attendees.
5. Invoices relating to travel, car hire and accommodation are processed.
6. Any relevant advance disbursements for travel, car hire or accommodation are processed.

### **Session 4 - Assembling & Distributing Documentation for the Meeting or Event**

1. Deadline date for receipt of documentation from contributors is established according to agreed time frames.
2. Deadline date is communicated to contributors.
3. Documents are assembled, copied and collated.
4. Relevant documents are timeously distributed in hard or electronic form to participants.