Event Organization

Concept and Operational Aspect

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Definition

Event organization is the process of planning a festival, ceremony, competition, party, convention or, meeting, workshop.
Considerable things in event organization

- Budgeting
- Finalizing dates and alternate dates
- Selecting and reserving the event site
- Acquiring permits
- Coordinating transportation and parking
- Developing a theme or motif for the event
- Arranging for speakers and alternate speakers
- Coordinating location support (such as electricity and other utilities)
- Arranging decor, tables, chairs, tents
- Security, police, fire
- Catering
- Emergency plans
- Health care facilities
- Cleanup
Thanks