

Event Organization

Concept and Operational Aspect

Md. Jahangir Alam
Asst. Director and Team Leader
Disasterr Management Unit
Dhaka Ahsania Mission

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

Knowledge Domain

Event Management

Administration

Operations

Marketing

Risk Management

Financial Management

Audience Management

Hospitality Management

Compliance Management

Human Resource Management

Communications Management

Promotional Plan Management

Emergency Management

Information Management

Infrastructure Management

Materials Management

Health & Safety Management

Procurement Management

Logistics Management

Promotion Management

Insurance Management

Systems Management

Program Design Management

Public Relations Management

Legal & Ethics Management

Technology Management

Site Management

Sales Management

Risk Assessment Management

Time Management

Stakeholders Management

Sponsorship Management

Security Management

Functional Units

Thanks