

Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

EVENTS PLANNING & MANAGEMENT

Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____

(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? Yes No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:

- Pls visit <https://businessmaker-academy.com/training-schedule/>

WEBINAR:

- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:

- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:

- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:

- Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
- Paypal: pls contact us
- Dragonpay: pls contact us
- Gcash: pls use QR code below



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES



EVENTS PLANNING & MANAGEMENT

“How to Organize High-Impact Events Like A Pro”

Seminar: 2 days x 8 hrs. (total of 16 hrs)

Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

Planning and managing events may seem daunting but with the right mindset, game plan and tools, the process can be very rewarding. This training program guides participants through the initial stages of events handling until the final phase of planning and managing high-impact events. Participants will learn the rudiments of events planning, marketing, budgeting, managing suppliers as well as handling emergencies---a definite must for all Events Practitioners.

WHO SHOULD ATTEND:

Events Coordinators, Marketing Officers and Executives, Executive Assistants and HR professionals, and any person tasked to handle special events.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to conceptualize, plan, coordinate and manage successful high-impact events using professional methods and best practices in events management.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Identify the essential phases, types, and aspects of producing a successful event
- Conceptualize and plan events using templates and tools
- Assign, delegate tasks, and communicate effectively with the events team
- Define vendor requirements and parameters for handling suppliers
- Use promotions and partnerships for generating buzz for your event
- Calculate event budgets and costs
- Practice anticipating and handling event emergencies

COURSE TOPIC HIGHLIGHTS:

1. Different Types of Events
2. Five (5) P's of Successful Events
3. Three (3) Phases of Events Management
4. The Stand-Out Events Planner
5. Your Event Concept & USP
6. Events Planning Steps & Templates
7. Helpful Digital Tools
8. Event Details: Programme, Venue, Visual Design, Equipment, Materials, Logistics, and Crowd Control
9. Delegating Roles, Tasks, and Responsibilities
10. Task Management & Monitoring
11. Team Communications
12. Supplier/Vendor Management
13. Supplier Briefing & Instructions
14. Negotiating with Suppliers
15. Developing Your Network of Suppliers
16. Generating Buzz for Your Event
17. Sponsorship & Partnerships
18. Registration, Invites, and Tickets
19. Events Finance: Funding, Budget & Costs, Finance Report
20. Events Emergency 911

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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