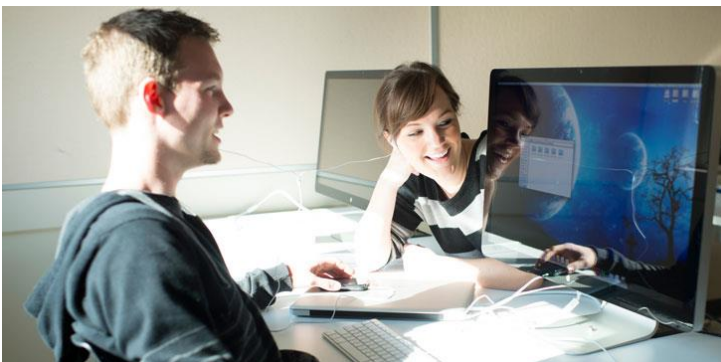


## Event Management

This course is designed for staff and volunteers with an interest in gaining and developing the skills needed to manage various events. The course will combine classroom-based training and practical hands-on experience, working on a number of community projects. Teacher, Rachel Edward, has worked in Arts based Event Management for 15 years and the course will include:

- Event mission and vision
- Fundraising and sponsorship
- Working with a budget
- Risk Management assessment
- Operational planning and event permits
- Food handling
- Marketing and promotion
- Time management, teamwork and dealing with conflict in the workplace
- Communication skills
- Community engagement and event evaluation



Enrolments: please see contact details below. We accept payment in cash, by cheque or by EFT. Payment is required before the start of the course. **ACFE tuition fees for government-funded programs have been set in accordance with ministerial fees and directions. Student amenity fees and materials are charged per course and may vary between courses. Proof of permanent residency/approved concession card is required to be eligible for ACFE subsidized rates.**

**DATE & TIME** 12.30pm – 3.30pm Mondays (8 weeks)

**STARTS** 9 Oct – 20 Nov 2017

**COST** Free for Unemployed Concession Card Holder  
\$150 Full Fee

Port Melbourne Neighbourhood Centre  
Cnr. Nott & Liardet Streets, Port Melbourne  
PO Box 721, Port Melbourne VIC 3207  
ph. 03 9645 1476 fax 9645 4539  
admin@pmnc.org.au  
www.pmnc.org.au