



PROJECT MANAGEMENT | PM-031

Event Project Management

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Course content

Why Attend

Conferences, exhibitions, launches and public events are projects with fixed deadlines and high visibility. Success requires careful planning, coordination of suppliers and strong risk management.

This Aractech course covers event objectives and concepts, project planning, budgeting, venue and supplier management, logistics, marketing and registration, risk and safety, on-site management and evaluation. Participants plan an event from concept to evaluation.

Course Methodology

- Event case study
- Planning workshops
- Budget exercises
- Group discussions
- Presentations

Course Objectives

- Define event objectives and concepts
- Plan event projects and timelines
- Develop and control event budgets
- Manage venues, suppliers and logistics
- Manage risk, safety and on-site operations
- Evaluate event success

Target Audience

- Event managers
- Marketing and communication professionals

Course content

- Executive assistants organising events
- Project coordinators

Course outline

Detailed course outline

Day-by-day outline for Event Project Management.

Day 1 - Event Planning

- 09:00-09:45 | Event types
- 09:45-10:30 | Objectives
- 10:30-11:00 | Concept
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Concept (continued)
- 11:45-12:30 | Stakeholders
- 12:30-14:00 | Exercise: Event brief

Day 2 - Project Plan and Budget

- 09:00-09:45 | Timelines
- 09:45-10:30 | Work breakdown
- 10:30-11:00 | Budgets
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Budgets (continued)
- 11:45-12:30 | Sponsorship
- 12:30-14:00 | Workshop: Event plan

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Day 3 - Venues and Suppliers

- 09:00-09:45 | Venue selection
- 09:45-10:30 | Contracts
- 10:30-11:00 | Suppliers
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Suppliers (continued)
- 11:45-12:30 | Logistics
- 12:30-14:00 | Exercise: Supplier selection

Day 4 - Marketing and Risk

- 09:00-09:45 | Marketing
- 09:45-10:30 | Registration
- 10:30-11:00 | Risk assessment
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Risk assessment (continued)
- 11:45-12:30 | Safety
- 12:30-14:00 | Case study: Event crisis

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Day 5 - Delivery and Evaluation

- 09:00-09:54 | On-site management
- 09:54-10:48 | Run sheets
- 10:48-11:00 | Evaluation
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Evaluation (continued)
- 12:12-13:06 | Lessons learned
- 13:06-14:00 | Capstone: Event project plan

Seminar dates

Available seminar dates

Live dates and pricing for Event Project Management generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Istanbul	Classroom	€1,978
14 - 18 December 2026	Vienna	Classroom	€3,225
18 - 22 January 2027	Istanbul	Classroom	€1,978
15 - 19 February 2027	Rome	Classroom	€3,460
15 - 19 March 2027	Munich	Classroom	€3,225
19 - 23 April 2027	Amsterdam	Classroom	€2,830
17 - 21 May 2027	London	Classroom	€2,315
21 - 25 June 2027	Istanbul	Classroom	€1,978
19 - 23 July 2027	Vienna	Classroom	€3,225
16 - 20 August 2027	Istanbul	Classroom	€1,978

Seminar dates

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Live dates and pricing for Event Project Management generated from the course details page.

Date	Location	Format	Fee
20 - 24 September 2027	Rome	Classroom	€3,460
18 - 22 October 2027	Munich	Classroom	€3,225
15 - 19 November 2027	Amsterdam	Classroom	€2,830
20 - 24 December 2027	London	Classroom	€2,315
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

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Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
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