



Training

The Art of Events Planning & Management

 **Main language:** English

 **Dates:** 22, 24 & 26 May 2023

 **Schedule :** From 3:00 pm to 8:00 pm

 **Location:** Innovation and Sports Campus – Building B –
 1st Floor – CFP Training room (Michel Ghazal)

This training is designed to equip participants with the knowledge to launch and organize events. It will oversee an event from start to finish and it will provide learners with the required skills to plan and execute large scale events. The program material will cover:

1. Introduction to Events Planning and Management
2. Site Selection and Contacting Suppliers
3. Sponsorship
4. Budgeting and Financing
5. Event Production & Tools
6. Risk Management
7. Marketing and Promotions
8. Logistics
9. Teamwork
10. Event Closure and Evaluation



Mrs. Aya Saidi

Mrs. Aya Saidi is an Event and project specialist. She has been working for 10 years in the field. Founded her own company "The Planner", where she leveraged her experience and executed many kinds of events as: Concerts (featuring Guy Manoukian, Nancy Ajram, Sherine Abdel-Wahab, Music Hall, etc.), Festivals (Family & Themed Festival), Sports Events (International Marathon & Triathlon), Conferences, Corporate, Cultural events, and many more. Mrs. Saidi is a trainer expert at the Professional Training Center of USJ.

 **Cost per participant:** 350\$ (Fresh Dollars)

 **For registration click here**

