

ASSIGNMENT No 2

A 10-12 MINUTE POWERPOINT PRESENTATION – MANAGING AN EVENT

You work for an event management company and for the past three years you have been in charge of one particular event regularly taking place in July.

⇒TASK: Give a 10-12 minute PowerPoint presentation for an audience of your choice accompanied by at least three visual aids which will include the following:

- name and history of your company
- name and venue of the event
- your suppliers in organizing this event
- your past experience with this event (*include a funny story; OR something which surprised you or shocked you; OR describe something which everybody thought was going to fail and was a success in the end, or vice versa, etc.*)
- how you benefit from this experience in the preparation of the next year event
 - ✓ budget (calculations, projections)
 - ✓ income x expenses
 - ✓ sponsors (their active involvement in the event)
 - ✓ fundraising
 - ✓ invitations (celebrities present)
 - ✓ reviews in media
 - ✓ etc.,
- what general expectations of the 2009 event you have and why
- in what way will the 2009 event be different from the previous events and why