

## PRESENTATION No 2

### A 20- 25 MINUTE POWERPOINT PRESENTATION IN PAIRS – MANAGING AN EVENT

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

⇒TASK: Give a 20-25 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 2010 event you have and why
- in what way will the 2010 event be different from the previous events and why