

Specialists in the hospitality and tourism industry

# Event Management Courses

# Drum Beat Academy

We drum out your future!



*This brochure contains information on:*

Event Management Skills Programme

Event Management Full Certificate

Draping Foundation

Draping Advance

Décor Foundation (Events Design Foundation)

Décor Advance (Event Design Advance)

Kids Party Planning

Table Settings & Centre Pieces

Protocol & Etiquette

For more information on our other courses please contact us at:

Tel: (012) 460 9585

Fax: (012) 460 2617

Email: [info@drumbeatacademy.co.za](mailto:info@drumbeatacademy.co.za)

Website: [www.drumbeatacademy.co.za](http://www.drumbeatacademy.co.za)

Or visit us at:

7 Van Wouw Street

(Corner of George Storrar and Van Wouw Streets)

GROENKLOOF

PRETORIA

0181

All training is presented in conjunction with Elect Consulting and Training Academy.

## *Event Management Skills Programme*

Elect Training Academy, in association with Drum Beat Academy, presents a SETA-Accredited course that will train your staff to plan and organize functions on an international level. Hotel and Guest House staff will start to understand the principles behind an event as well as be able to do all décor of an event themselves. Secretaries will be able to organize the company events without the help of an events coordinator and thus saving the company a lot of money!

### **The subjects of this course includes:**

- Event elements
- Safety and security
- Planning of an event
- Special events – sport, wedding, etc.
- Draping foundation course – practical
- Décor foundation course - practical

### **And choose one of the following to broaden your scope:**

- Décor Advance (Event Design Advance)
- Draping Advance
- Kids Party Planning
- Table Settings & Centre Pieces
- Protocol & Etiquette

### **Entrance requirements:**

- Read, write and comprehend English
- Basic creativity skills

### **Assessment:**

Assessment will include putting together a mock event. Every day during the course an hour will be set aside to help students with their function. The last day of the course these students will have to set a table in the theme, with a backdrop etc. as well as presenting a full events file to the assessors.

### **Award:**

- SETA Accredited Drum Beat Academy Certificate
- Elect Acknowledgement

# Event Management Certificate

Elect Training Academy, in association with Drum Beat Academy, presents a SETA-Accredited certificate course that will allow you to establish your own Event Management business.

## National Certificate Packages:

We offer 3 different packages for the National Certificate. The theory of all three of these packages is the same. The differences in packages are the amount and type of short courses included in the specific package.

## The theory for all three of the packages is:

Module 1: Event Industry and Organisation  
Module 2: Events genres and elements  
Module 3: Practical event co-ordination  
Module 4: Financial planning for starting own business

## STANDARD PACKAGE

### Elect Modules

Draping Foundation  
Draping Advance  
Décor Foundation  
Table Layout and Centre Pieces

## EVENTS PACKAGE

\*\* ONLY AVAILABLE IN PRETORIA / CAPE TOWN

### Elect Modules

Draping Foundation  
Draping Advance  
Event Design Foundation (Décor)  
Table Layout and Centre Pieces  
Basic Protocol & Etiquette

## Entrance requirements:

Grade 12 Certificate or NQF Level 3 certificate

## Assessment:

Research and Assessments  
Workplace Assessments  
Written final exam  
Final practical event

## Award:

SETA Accredited Drum Beat Academy Certificate: National Certificate: Event Support  
Elect Short Courses Certificates

## WEDDING PACKAGE

\*\* ONLY AVAILABLE IN PRETORIA / CAPE TOWN

### Elect Modules

Draping Foundation  
Draping Advance  
Event Design Foundation (Décor)  
Table Layout and Centre Pieces  
5 Day Wedding Planning

## Choose only ONE 6th subject:

Kids Party Planning  
Event Design Advanced (Décor)

## Durations:

18 Months Part Time

## *Draping Foundation Course*

Elect Training Academy has brought a unique and high quality event and wedding draping course into being which is specifically designed for staff training and development of hotels, guesthouses, events companies and small businesses. Our exceptional course includes features like safety training, suppliers guide, fabric samples in addition to the step-by-step instruction guide of event and wedding draping.

This is a practical orientated course specifically designed for individuals that would like to start draping at small weddings, helping friends or maybe start a small business. It will equip you to be able to do all the basics needed at a wedding.

During Draping Foundation, students will learn about the various aspects of event and wedding draping, maintenance and cleaning of equipment and fabric, basic creative concepts, safety with regard to the handling of tools, consultation with the client etc.

### **The subjects of this course includes:**

- Safety training
- Fabric: types and care
- Basic art concepts
- Stage draping
- Main table draping
- Chair draping
- Backdrop draping
- Wedding sheets and mood boards

### **Entrance requirements:**

- Read, write and comprehend English
- Basic creativity skills

### **Duration:**

2 Evenings & 1 Full Day

### **Assessment:**

On completion of the course students will write an open book test and will take part in a practical examination after the open book test.

### **Award:**

Elect Draping Foundation Certificate

## *Draping Advanced Course*

**Room and Roof draping:** All over venues is fully booked for wedding and year end functions. When you or your client needs to book you don't always have a choice in the décor of the venue. Draping the venue adds glamour and elegance, but that's not all. A good draping design will positively transform the atmosphere of your site and enhance your theme. It can help mask unsightly elements like poorly maintained ceilings and unfortunate ceiling fixture.

**Marquee draping:** A marquee can be the most magical setting for a wedding reception but their linings can often look a bit plain. Draping can be a great addition to any marquee. Learn about the art of marquee draping. You can create looks ranging from the classic elegance of ivory to coloured teeming to create a unique individual event.

**Arch and Gazebo:** Most brides prefer to get married in the summer - in a beautiful garden, on a wine farm or on the beach. There is nothing more beautiful at an outdoor wedding than a wedding arch that has been decorated to match the overall feel of the wedding.

There are many event organizers in South Africa, but not all of them have got the skills to do the décor. Learn to use your natural creative talents to create opportunities to earn a substantial income or use it to generate extra funds.

### **The subjects of this course includes:**

Arch and gazebo draping  
Venue & roof draping  
Marquee draping

### **Entrance requirements:**

Draping Foundation Course Certificate

### **Duration:**

3 Evenings & 1 Full Day

### **Assessment:**

There will be assessments throughout the course  
Students will take part in a practical examination on the final day

### **Award:**

Elect Advanced Draping Certificate



## *Décor Foundation (Events Design Foundation)*

All events coordinators and wedding planners need to know what to suggest to clients and how to execute the proposed décor for a function or wedding.

### **The subjects of this course includes:**

Design element: Space, focus, form, line and value

Design principles: Colour, proportion, scale, balance, Rhythm, emphasis, contrast, harmony etc.

Design Proposals

Table Layout

Stationary – Invite, Seating plan, Table number, Menu etc.

Table decor - Serviette rings, centre piece, Runners, Table cloths, under plates etc.

Glass buffet

### **Entrance requirements:**

Students should have a basic comprehension of English

Basic reading and writing skills are required

Creativity

### **Duration:**

3 Evenings & 1 Full Day

### **Assessment:**

Assessments will take place throughout the course

### **Award:**

Elect Events Design certificate

## *Décor Advance (Events Design Advance)*

This course is specifically geared towards the person that wants to start their own themed décor company. You will learn on how to set a theme, how to build props and how to turn a venue into something like a shipwreck island etc.

### **The subjects of this course includes:**

- Development and execution of the themed event
- Mood board and proposal
- Focus area
- Photo corner
- Stage
- Entrance
- Tables and table décor
- Use of light in décor
- The role of recycling in the events industry
- Creating décor
- Think out of the box
- Develop and build décor for a themed event

### **Entrance requirements:**

- Students should have a basic comprehension of English
- Event Design Foundation
- Basic reading and writing skills are required
- Creativity

### **Duration:**

3 Evenings & 1 Full Day

### **Assessment:**

Assessments will take place throughout the course

### **Award:**

Elect Events Design certificate



## Kids Party Planning

Start your own kids party business today. If you love kids and you are looking for a way to make money while having fun with kids by your side, you will love our kids party course and business opportunity. Take the first step today to achieve your dreams, earning an exciting income, and enjoying the rewards.

### **Course content:**

A day in the life of a kiddies party planner  
How to get started as a party planner  
Basic admin for your company – Finance, marketing, booking forms etc.  
How to develop a theme  
Décor for themed parties  
Invitations, cakes, fantasy wear etc.  
Child development – Games according to age  
Difficult children  
Corporate children's parties

### **Entrance requirements:**

Students should have a basic comprehension of English  
Basic reading and writing skills are required  
Love for kids

### **Duration:**

3 Evenings & 1 Full Day

### **Assessment:**

On Completion of the Course Students will write an open book test  
Students will take part in a practical examination after the open book test  
Project - Student will be required to organize an actual kids party for 8 kids including the theme and presenting the party on the day

### **Award:**

Elect Kids Party Certificate

## *Table Settings & Centre Pieces*

This course is for all people that is in the banqueting and events industry. Learn how to do a centre piece with a few flowers, how to make a brilliant themed centre piece etc. Don't let anyone tell you that you need to be creative to do make a centre piece—we will show you how!

### **Course content:**

Basic flower arranging  
3 sample centre pieces  
Themed centre pieces  
Thinking out of the box  
Etiquette to keep in mind when doing décor  
Table setting – the do's and don'ts of table settings

### **Entrance requirements:**

Students should have a basic comprehension of English  
Basic reading and writing skills are required  
Creativity

### **Duration:**

1 Evenings & 1 Full Day

### **Assessment:**

Assessments will take place throughout the course

### **Award:**

Elect Table Setting and Centre Piece Course Certificate



## *Protocol & Etiquette*

This course is a must for all events staff and banqueting staff. How do you treat VIP's and international guests. What not to do so that you will not offend your guests.

### **Course content:**

National and international  
Rules that applies if you have international guest attending your function  
Correct ways of greeting and serving these guests  
VIP guest – how to treat them – from parking to bodyguards  
Heads of states – how to treat them  
Safety and security  
Cultures in SA – Moslem, Jewish, Hindu etc  
Fasting/Breaking of fasts etc  
Good plain old etiquette for all to know and remember

### **Entrance requirements:**

Students should have a basic comprehension of English  
Basic reading and writing skills are required

### **Duration:**

1 Full Day

### **Assessment:**

Assessments will take place throughout the course

### **Award:**

Elect Protocol and Etiquette certificate—Lev el 1