



THETA Accreditation No:
613/P/000035/2004

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EVENT MANAGEMENT CERTIFICATE

COURSE OUTLINE (SKILLS COURSE):

CLASS MODULES:

Module G

Planning of an event
Conference planning
Exhibitions

Module H

Weddings
Sports Events



SELF STUDY MODULES:

Module E

Importance of events
Definition of an event
Terminology
Event sector
Event industry

Module F

Different contexts of event management
Local, provincial etc events
Relevant associations
Ethics

Module I

Venue
Safety and security
Legislation
Administration

Module J & L

Décor
Financial
Technical Utilities

Module K

Staffing
Marketing
Transport

Module M

Banqueting
Entertainment

The Following Practical Modules are included:

Draping Foundation
Event Design Foundation (Décor)

And Choose one of the Following:

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

We drum out your future!