




Training

The Art of Events Planning & Management

 **Dates:** 13, 15, 20, 22 & 27 May 2024

 **Main language:** English

 **Schedule :** From 5:30 pm to 8:30 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:


- Introduction to Events Planning and Management
- Crafting Event Idea
- Venue selection and Contacting Suppliers
- Sponsorship
- Budgeting and Finance
- Event Production and Tools
- Risk Management
- Marketing and Promotions
- Logistics
- Teamwork
- 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. She 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 an instructor at USJ Master’s Program in Event Planning and an expert trainer at the Professional Training Center of USJ.

 **Audience:** Anyone interested in events field

 **Fees:** 280\$ (Fresh Dollars)

 **For Registration:** [click here](#)

