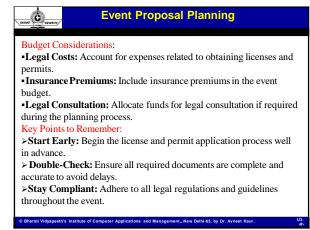






Event Proposal Planning





Event Proposal Planning

>Risk Management: Prepare for unexpected scenarios with comprehensive risk management plans.

By effectively managing licenses, permissions, and legalities, event planners can create a safe, compliant, and successful event that leaves a positive and lasting impression on attendees.



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Event Budget

- Event Budget, Covering Cost, and Methods of Revenue Generation Creating a comprehensive event budget is essential to manage finances effectively.
- The budget outlines all the expenses associated with the event, such as venue costs, equipment rentals, catering, marketing, staff salaries, and more.
- Simultaneously, planners consider various revenue generation methods, like ticket sales, sponsorship, exhibitor fees, merchandise sales, or fundraising activities, to offset the costs and potentially make a profit
- Understanding the Event Budget:
- An event budget is a detailed financial plan that outlines all the expenses and income associated with organizing an event.

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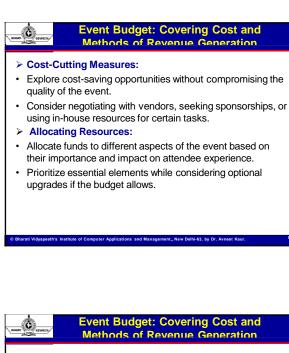


Event Budget: Covering Cost and Methods of Revenue Generation

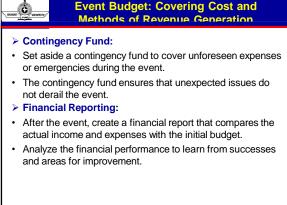
- > Identifying Event Expenses:
- List all the expenses involved in organizing the event, such as venue rental, equipment, decor, catering, staff salaries, marketing, permits, and insurance.
- Categorize expenses into fixed (venue, permits) and variable (catering, marketing) costs
- > Setting Financial Goals:
- Define clear financial objectives for the event, whether it is to break even, make a profit, or support a cause through fundraising.
- Financial goals will influence decisions related to pricing, sponsorships, and revenue generation strategies.

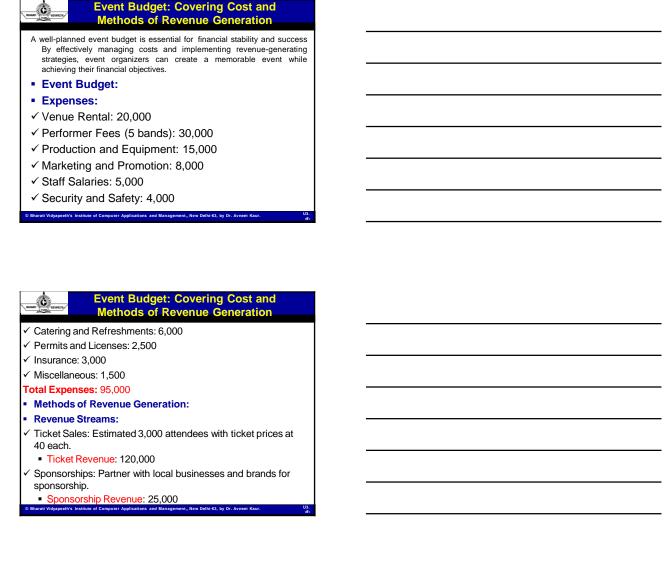
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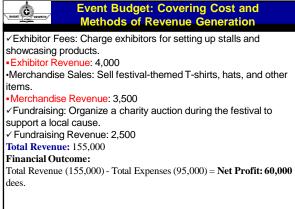
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> Methods of Revenue Generation: Ticket Sales: Set ticket prices based on the target audience, event type, and cost of production. Sponsorships: Collaborate with sponsors who align with the event's theme or target audience. · Exhibitor Fees: If applicable, charge fees to exhibitors who want to showcase their products or services. Merchandise Sales: Offer event merchandise like T-shirts, mugs, or souvenirs to generate additional income Fundraising: If the event supports a cause, implement fundraising activities like auctions, raffles, or donations. Advertising: Sell advertising space on event materials, websites, or social media platforms. Tracking and Controlling Expenses: Regularly monitor and update the budget throughout the planning process. a malich versyjfig arassen seste of composer suppose as near early subgraving do with excitoration play during excitati







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Risk Management and Insurance

- Risk Management and Insurance Event planners need to assess potential risks associated with the event and develop strategies to mitigate them.
- Risk management involves identifying possible issues and developing contingency plans to handle emergencies or unexpected situations effectively.
- Additionally, securing event insurance is crucial to protect against liabilities and unforeseen circumstances that may occur during the event.
- Event risk management involves identifying potential risks and taking proactive measures to minimize their impact on the event.
- It aims to ensure the safety of attendees, protect assets, and maintain the event's reputation.

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Risk Management and Insurance

- Risk Identification:
- Conduct a thorough risk assessment to identify potential hazards and vulnerabilities.
- > Categorize risks into different types, such as safety, financial, operational, reputational, and legal risks.
- Developing Risk Mitigation Strategies:
- Analyze each identified risk and develop appropriate mitigation strategies.
- Create contingency plans to handle potential emergencies or disruptions.

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Risk Management and Insurance

- Safety and Security Measures:
- >Implement comprehensive safety measures, including crowd management, emergency exits, and medical support.
- > Coordinate with local authorities and security personnel to ensure a safe environment.
- Financial Risk Management:
- > Prepare a detailed event budget and allocate funds for a contingency reserve to cover unexpected expenses.
- > Consider insurance options to protect against financial losses due to event cancellation or unforeseen circumstances.
- Operational Risk Management:
- >Ensure effective coordination among event staff and suppliers to minimize operational disruptions.
- > Have backup plans for critical event components like power supply and technical equipment.

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Risk Management and Insurance	
Reputational Risk Management: Maintain open communication with attendees, sponsors, and stakeholders to address concerns promptly.	
Respond to negative feedback or issues professionally and transparently.	
 Legal Risk Management: Comply with all relevant laws, regulations, and permits 	
required for the event. > Have legally binding contracts with vendors, performers, and suppliers to avoid disputes. Dentify ANALYZE ANALYZE	
REDUCE CONTROL TRANSFER	
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Risk Management There are various common event risks that event planners and	
organizers should be aware of. These risks can vary depending on the type and scale of the event, but some of the most	
common ones include: Weather-related Risks: Adverse weather conditions like	
rainstorms, hurricanes, extreme heat, or cold can impact outdoor events, affecting attendance, safety, and overall event experience.	
☐ Health and Safety Risks: Inadequate medical support, accidents, food poisoning, or the spread of contagious diseases	
among attendees can pose significant health and safety risks. ☐ Technical and Equipment Failures: Technical glitches, power	
outages, or equipment can disrupt event activities, performances, or presentations. © Bharati Vidyapeeth's Institute of Computer Applications and Management, New Delhi-63, by Dr. Avnest Kaur.	,
Risk Management	
☐ Crowd Management Risks: Poor crowd control and overcrowding can lead to safety hazards, such as stampedes or	
accidents. □ Financial Risks: Low ticket sales, unexpected expenses, budget overruns, or revenue shortfalls may result in financial	
losses. Security Risks: Security breaches, theft, vandalism, or terrorism threats can compromise attendee safety and event	
integrity. Logistical Risks: Transportation issues, traffic congestion, or	
delivery delays can disrupt event schedules and logistics. Reputational Risks: Negative publicity, social media backlash,	
or dissatisfied attendees can damage the event's reputation and future prospects. O Basel Volpspectiv Institute of Computer Applications and Management, New Debit-43, by Dr. Ameet Kaur. U. U.S.	
Seriaran vioyapeem's institute of Computer Applications and Management, New Delhi-63, by Dr. Avneet Kaur.	

V _A BHAR	Risk Management
	Compliance and Legal Risks: Non-compliance with local laws, permits, or contracts may lead to fines, penalties, or legal disputes.
	Communication Risks: Poor communication with attendees, vendors, or stakeholders can lead to misunderstandings or
	mismanagement during the event. Vendor Risks: Dependence on unreliable vendors or subcontractors can result in service or product delivery issues.
	Force Majeure Risks: Unforeseen events beyond the organizer's control, such as natural disasters or political unrest,
	can lead to event cancellations or disruptions. Technology Risks: Cyber security threats, internet
	connectivity issues, or failure of digital infrastructure can impact online events or registration systems. Comparison of the control of t
C. BHAR	Risk Management
pe	Licensing and Permits Risks: Delay or denial of necessary licenses or rmits can hinder the event's operations.
im	Environmental Risks: Environmental factors like pollution, ecological pact, or damage to natural surroundings can affect event sustainability d community relations.
Ev	vent planners must conduct a comprehensive risk assessment, create ntingency plans, and consider event insurance to mitigate these
po	stential risks and ensure a safe and successful even
	LIST OF LICENSES NEEDED FOR CORPORATE EVENTS
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CV BANK	Risk Insurance
>	Event Insurance: Types of Insurance: Explore different insurance options, such
	as event cancellation insurance, liability insurance, and property insurance.
	Coverage Limits: Understand the extent of coverage provided by each insurance policy.
	Insurance Providers: Research reputable insurance providers and choose the most suitable one for the event.

Assessing Insurance Needs:

the number of attendees.

> Evaluate the level of risk associated with the event and determine the appropriate insurance coverage.

> Consider factors like the event's scale, location, duration, and

