



Crystal Haze Events School

Event Planning and Management - Weekday Class

Schedule: Every Tuesday and Friday (1:00 PM - 4:00 PM)

Week	Course	Tuesday (Day 1)	Friday (Day 2)
Week 1	Wedding Planning	Introduction to Wedding Planning Client Consultation & Budgeting	Venue Selection & Vendor Sourcing
Week 2	Wedding Planning	Wedding Theme Development Managing Vendors and Contracts	Timeline Creation & Guest List Management
Week 3	Wedding Planning	Decor, Catering, and Entertainment Coordination	Rehearsal and Day-Of Coordination
Week 4	Wedding Planning	Contingency Planning and Risk Management	Wrap-Up: Final Review and Mock Wedding Planning
Week 5	Corporate Event Planning	Introduction to Corporate Event Planning	Budgeting & Financial Planning for Corporate Events
Week 6	Corporate Event Planning	Venue Selection and Contracts	Branding and Theme Development for Corporate Events
Week 7	Corporate Event Planning	Planning Agendas and Schedules	Managing Speakers, Sponsors, and Attendees
Week 8	Corporate Event Planning	Crisis Management for Corporate Events	Wrap-Up: Mock Corporate Event Planning
Week 9	Event Coordination	Role of an Event Coordinator	Building Effective Communication Plans
Week 10	Event Coordination	Team Management and Delegation	Logistics and On-Site Execution
Week 11	Event Coordination	Problem-Solving and Decision-Making	Post-Event Evaluation and Reporting
Week 12	Destination Event Planning	Introduction to Destination Event Planning	Legal and Logistical Considerations for Travel
Week 13	Destination Event Planning	Venue Scouting and Cultural Sensitivity	Managing Remote Teams and Vendors
Week 14	Destination Event Planning	Creating Itineraries and Timelines	Budget Management for Destination Events
Week 15	Destination Event Planning	Risk Assessment and Crisis Management	Wrap-Up: Mock Destination Event Planning

Class Features:

- Duration: 15 weeks (3.5 months).
- Session Format: A mix of lectures, practical assignments, role-playing activities, and peer reviews.
- Time: Each session runs from 1:00 PM to 4:00 PM, with breaks included.

Graduation Showcase:

- Week 16: Final Presentation & Certification Ceremony.
Students will present a complete event plan for a real-world scenario, covering all aspects learned during the course.