



Crystal Haze Events School

Event Planning and Management - Weekend Class

Schedule : Saturdays (9:00 AM - 5:00 PM, with breaks)
Duration : 15 weeks (3.5 months)

Week	Course	Morning Session (9:00 AM - 12:00 PM)	Afternoon Session (1:00 PM - 5:00 PM)	Assignments/Projects
1	Wedding Planning	Introduction to Wedding Planning	Client Consultation, Budgeting, and Venue Selection	Draft a wedding budget for a given scenario.
2	Wedding Planning	Wedding Theme Development	Managing Vendors, Contracts, and Guest List Management	Develop a wedding theme concept and vendor list.
3	Wedding Planning	Decor, Catering, and Entertainment Coordination	Rehearsal and Day-Of Coordination	Plan a timeline for a wedding rehearsal and event day.
4	Wedding Planning	Contingency Planning and Risk Management	Mock Wedding Planning and Final Review	Present a mock wedding plan, including contingency measures.
5	Corporate Event Planning	Introduction to Corporate Event Planning	Budgeting & Financial Planning for Corporate Events	Create a financial plan for a corporate event.
6	Corporate Event Planning	Venue Selection and Contracts	Branding and Theme Development for Corporate Events	Design a corporate event branding concept.
7	Corporate Event Planning	Planning Agendas and Schedules	Managing Speakers, Sponsors, and Attendees	Develop an agenda for a corporate event.
8	Corporate Event Planning	Crisis Management for Corporate Events	Mock Corporate Event Planning and Review	Present a corporate event plan with crisis management steps.
9	Event Coordination	Role of an Event Coordinator	Building Effective Communication Plans	Draft a communication plan for a specific event type.
10	Event Coordination	Team Management and Delegation	Logistics and On-Site Execution	Plan an on-site execution strategy for an event.
11	Event Coordination	Problem-Solving and Decision-Making	Post-Event Evaluation and Reporting	Create a post-event evaluation report template.
12	Destination Event Planning	Introduction to Destination Event Planning	Legal and Logistical Considerations for Travel	Research legal requirements for hosting events in another country.
13	Destination Event Planning	Venue Scouting and Cultural Sensitivity	Managing Remote Teams and Vendors	Develop a checklist for venue scouting and remote management.
14	Destination Event Planning	Creating Itineraries and Timelines	Budget Management for Destination Events	Design an itinerary and budget for a destination wedding.
15	Destination Event Planning	Risk Assessment and Crisis Management	Mock Destination Event Planning and Final Review	Present a complete destination event plan, including risks.

Features

- Breaks :
 - Morning Break: 10:30 AM – 10:45 AM
 - Lunch Break: 12:00 PM – 1:00 PM
 - Afternoon Break: 3:00 PM – 3:15 PM
- Graduation Showcase (Week 16) :
Students present a comprehensive event plan covering all aspects learned.