

Event protocol & etiquette

What every events coordinator must know!

PRESENTED BY HELENA BURGER

Helena has co-ordinated events & ceremonies such as the inauguration of Mr Nelson Mandela

IF YOU DO NOT KNOW THE ANSWERS TO THESE QUESTIONS YOU SHOULD ATTEND THIS WORKSHOP!

Do you know which VIPs should receive a red carpet?

Do you know the order in which the host, guest of honour & guests should arrive?

Do you know how to seat guests in order of seniority at your events?

Do you know where to seat hosts & their spouses?

Do you know how to accommodate late changes to seating?

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21 July 2006

The Forum/The Campus

Bryanston

Issues of protocol can affect the order of speakers at a corporate event, seating at a dinner, cocktail party or gala function, or which team enters the stadium first at a sports event.

Protocol covers such areas as procedures for official symbols (flags and other visual emblems, anthems, and uniforms), verbal and written forms of address and salutations, Order of Precedence tables, seating arrangements, ceremonial procedures, and guidelines for hospitality. But protocol does not apply to official state visits and functions exclusively.

Who should attend?

Anyone & everyone who is involved with preparing, designing or implementing events including government event organisers & corporate event organisers.

PLANNING THE EVENT & ETIQUETTE CONSIDERATIONS:

Overview of etiquette at our events

- Menu planning & dietary requirements
- Programme design
- Seating and table plans
- Using flags at functions
- Order of proceedings

Arrival of guests & red carpets

Do you know which VIPs should receive a red carpet?

Do you know the order in which the host, guest of honour & guests should arrive?

Meeting & greeting

- Meeting a VIP vehicle
- Chauffeur - driven vehicles with spouses & families
- Passenger assistance
- Parking & security
- Photographers & media

Room layout & table plans

- Seating guests at a function according to seniority
- Apply basic rules relating to seniority
- Drawing up a table plan
- Handling late changes that occur in the delegate
- Room set ups & rules for individual table plans
- Placing hosts, guests & VIPS
- Seating for different occasions (breakfast, conference, bilateral events etc)

COMMUNICATION:

Non verbal social skills

Entertaining skills

Invitations

- How to design & word invitations correctly
- Understanding the terms used on an invitations
- Advising the host of invitations
- Examples of invitations
- Information required on the invitation
- Dress codes
- How to schedule welcome drinks

POLITICS & PROTOCOL:

Protocol is the official form of procedure used in the affairs of the state & diplomatic relations.

- Introduction to protocol
- South African Table of Precedence
- Official forms of address
- National symbols & how these can effect our events

Date: 21 July 2006

Venue: The Forum - Bryanston, Johannesburg

Cost: R2200.00

For more, visit: <https://www.bizcommunity.com>