

EMT103e Venue and Space Management for Events

Level: 1

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY JULY

E-Learning: FULL - Learning is done ENTIRELY online using interactive study materials in Canvas. Students receive guidance and support from online instructors via discussion forums and emails. There are no face-to-face sessions. If the course has an exam component, this will be administered on-campus.

Synopsis:

EMT103 Venue and Space Management for Events will equip students to evaluate, plan, manage and operate spaces at venues for events and facilities management in this course. It covers layout of site and floor plans, traffic circulation routes, allocation of space for μfront of the house activities, event areas, event services & supports and visitor management, planning of security & emergency/ evacuation routes. The course also looks at temporary set-up of facilities and logistics involved and maximizing the value of space and assets owned or rented by an organization.

Topics:

- Introduction to Venues and Space Management
- Types of Venue and Space
- Venue and Spatial Requirements
- Venue and Space Issues
- Selection criteria for Venue & Space
- Evaluation for Venue & Space
- Management of Venues & Spaces
- Logistics involved in Venue and Space Management
- Operational Management of Venue & Space to Maximize Value, Functionality & Productivity
- Licenses, Permits and Guidelines
- Security Management of Venue & Space
- Analyzing the Emerging Trends

Learning Outcome:

- Explain the concepts of venue and space management
- Discuss key theories and methods to evaluate and propose novel solutions for designing or redesigning space, facility or workspace
- Determine venue and space issues such as logistics setup, venue facilities, event contingency planning and security
- Outline novel solutions for designing or redesigning facility and workspace
- Demonstrate ability to manage venue and space management projects effectively using good organization, planning, operations and project management skills, and demonstrate working knowledge of finance, budgeting and resource allocation
- Inspect a venue for an event, including its drawings and security plans, and understand threats to venues

Assessment Strategies (Evening Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-CLASS QUIZ 1	1
	PRE-CLASS QUIZ 2	1
	PRE-CLASS QUIZ 3	1
	PRE-CLASS QUIZ 4	1
	PRE-CLASS QUIZ 5	1
	DISCUSSION BOARD 1	10
	GROUP BASED ASSIGNMENT 1	15
Overall Examinable Components	Written Exam	70
Total		100

Assessment Strategies (Online Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-CLASS QUIZ 1	1
	PRE-CLASS QUIZ 2	1
	PRE-CLASS QUIZ 3	1
	PRE-CLASS QUIZ 4	1
	PRE-CLASS QUIZ 5	1
	DISCUSSION BOARD 1	10
	GROUP BASED ASSIGNMENT 1	15
Overall Examinable Components	Written Exam	70
Total		100