



Course Category	Events			
Course Title	Special Event Production - The Process and Management			
Course Code	EV005			
Medium of Instruction	Cantonese			
Duration	30.0 hour(s)			
Course Fee	Macao Resident: MOP2,680 Non-Macao Resident: MOP2,680			
Certificate	Students who have obtained a passing grade of the course and met the attendance requirement will be issued a course certificate by UTM. The passing grade of the course is 50.			
	Course Code	Sub Code	Course Start Date	Course End Date
	EV005	2401	2024/01/02	2024/02/01
Objective	Upon completion of the course, students will be able to <ul style="list-style-type: none"><li>• describe the process of producing an event</li><li>• identify the different tasks involved in event management</li></ul>			
Outline	<ul style="list-style-type: none"><li>• Overview of special events and special event production</li><li>• Event design</li><li>• Budgeting</li><li>• Proposals</li><li>• Contract management</li><li>• A production team</li><li>• Risk management</li><li>• Event follow-up</li></ul>			
Teacher	Please refer to the schedule			