

Event Management for Libraries

Practical skills for successful library
event management

Workshop Presenter ADAM LE GOOD

Whether you are organising a library user's group meeting, a library open day, a community event, a routine management meeting or a conference, thorough planning is essential to ensure the smooth running of all library events.

In this workshop you will learn:

- > How to determine the needs of the event
- > How to project manage an event from start to finish
- > How to set up planning systems to guide you through
- > How to evaluate your success, so you can do even better next time

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Australian
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**WITH SPECIAL
DISCOUNTS
FOR ALIA
MEMBERS.**

Strictly Limited Numbers

Workshop numbers are limited to 15 to permit meaningful interaction between the group and to allow the presenter to give personal attention to individual needs.

DATES

Perth
22 March 2011

Brisbane
30 March 2011

Melbourne
5 May 2011

Sydney
12 May 2011

All participants
will receive a
certificate of
accomplishment.

Event Management

Recognising that considerable time and effort goes into organising even the most straightforward event, this course uses a project management approach to take the risk out of the process. It will impart strategies for managing competing demands, prioritising and undertaking multiple tasks with confidence; ensuring that you organise a successful event.

- > Learn the elements of successful event organising
- > How to cost an event
- > Time management techniques to meet your event schedule
- > Risk management to avoid disaster
- > Managing stress

Who Should Attend?

Librarians, library administrative staff, and anyone who as part of their responsibilities is expected to organise special events – internal or external.

In-house workshops

Enquiries for conducting Event Management for Libraries in-house to Jill Moor at PICS – 03 9835 8900 or jillmoor@pics.com.au

SESSION 1

Introduction

- > Event management overview

SESSION 2

Scoping the event

- > Types of library events
- > Developing an event brief
- > Planning tools
- > Setting measurable goals

SESSION 3

Human Resources

- > Working solo
- > Working with a committee
- > Working with volunteers
- > Taking care of stakeholder interests

SESSION 4

Syndicate Exercise

- > Using a generic event brief – plan an event, report back

SESSION 5

Some other considerations

- > Risk management
- > Permits, security, insurances

SESSION 6

Venue

- > Choosing the right space
- > Selecting equipment

SESSION 7

Money

- > Budgeting
- > Utilising in house and in-kind resources

SESSION 8

Event Promotion

- > Promoting an in-house event
- > Promoting an external event
- > Utilising the electronic media

SESSION 9

Evaluation

- > Three levels of evaluation

SESSION 10

Conclusion and review

Methodology

The course follows a structure which parallels the stages of an event and will be conducted using a mix of theory, case studies, exercises and small group work. Participants will practise their skills using a generic brief to set up an event. Everyone will receive a comprehensive set of notes for ongoing reference.

Program Timetable

Registration & Coffee	8.30am	-	9.00am
Morning Tea	10.30am	-	10.45am
Lunch	12.30pm	-	1.30pm
Afternoon Tea	3.00pm	-	3.15pm
Close	5.00pm		

Breaks and lunch fully provided.

The Presenter

Adam Le Good has conducted a wide variety of management and personal development programs for both public and private sector organisations since 1988. He has been working with library groups since 2004 and understands the types of events and constraints involved.



He uses practical applications of management principles and theory plus a humorous and theatrical style, to ensure that trainees enjoy their learning experience and are able to translate their newly acquired skills to the workplace. His knowledge of adult learning principles, group dynamics and learning styles ensures that the training will appeal to a broad range of participants.

Previous participants said:

“Excellent. Covered a huge range of topics of relevance”

“Interesting, valuable and engaging. Great insight into events coordination”

“Program content was comprehensive and covered everything I needed”

“Excellent facilitator, kept it upbeat and interesting. Workshop was relevant to my library role and will assist in future event planning”

VENUES

PERTH

22 March 2011
CROWNE PLAZA PERTH
54 Terrace Road
East Perth WA 6084
Tel: (08) 9325 3811

BRISBANE

30 March 2011
MERCURE BRISBANE
85-87 North Quay
Brisbane QLD 4000
Tel: (07) 3236 3300

MELBOURNE

5 May 2011
THE METROPOLE
44 Brunswick Street
Fitzroy VIC 3065
Tel: (03) 9411 8100

SYDNEY

12 May 2011
QUAY WEST SYDNEY
98 Gloucester Street,
The Rocks NSW 2000
Tel: (02) 9240 6000

IN-HOUSE

Enquiries conducting Event Management for Libraries in-house to Jill Moor at PICS on (03) 9835 8900 or jillmoor@pics.com.au

Registration and enquiries, please contact:

Jill Moor - P.I.C.S.
PO Box 1040
Hawthorn, Vic 3122
T: 03 9835 8900
F: 03 9835 8999
E: registrations@pics.com.au

Register Online:
www.pics.com.au

PERFORMANCE
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P i C S
www.pics.com.au

Fee: The registration fee, including GST, is \$660 per attendee including lunches, refreshments and workshop papers.

ALIA Discount: A special discount is offered to current members of ALIA, (individual and institutional). The registration fee, including lunches, refreshments and workshop papers is \$594

Registration: Register online at www.pics.com.au or forward the completed registration form by fax, post or email to secure your place. Payment must be made prior to the workshop

GST: Fees quoted include 10% GST. Registered entities will be able to claim an input tax credit for GST charges on taxable supplies made by PICS. It is the responsibility of those entities to assess their eligibility for any such tax credit.

Payment: On receipt of your registration a GST invoice will be issued by PICS. Payment may be made by cheque payable to PICS, credit card, or electronic transfer.

Cancellations: Should you be unable to attend, a substitute attendee is always welcome at no extra charge. Alternatively, we will make full and prompt refund for cancellations received fourteen days prior to commencement of the workshop less a 20% administration fee.

Accommodation: If accommodation is required it may be booked privately at the conference hotel. Ask for the conference discount rate.

PERTH	Crowne Plaza Perth	(08) 9325 3811
BRISBANE	Mercure Brisbane	(07) 3236 3300
MELBOURNE	Radisson on Flagstaff	(03) 9322 8000
SYDNEY	Quay West Sydney	(02) 9240 6000

REGISTRATION FORM

PICS ABN: 15 062 943 766

One form per person.
Photocopy if necessary.

Event Management for Libraries

Please complete and return with your payment to PICS as soon as possible. Registration Fees are payable in advance.

Surname _____

First Name (for badge) _____

Position _____

Company Name _____

Address _____

City _____ Postcode _____

Tel () _____ Fax () _____

Email _____

I wish to attend: **PERTH** **BRISBANE** **MELBOURNE** **SYDNEY**

Discount: **ALIA DISCOUNT** MEMBERSHIP NO. _____

CHEQUES PAYABLE TO P.I.C.S. OR CHARGE TO:

VISA **MASTERCARD** **AMEX** **DINERS**

Account Number _____

Name (Please Print) _____ Expiry Date _____

Authorised Signature _____ Authorised Amount _____

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In the event of unforeseen circumstances, PICS reserves the right to substitute other speakers or otherwise amend the program as necessary.