

Methodological tool: Event venue

Number of methodological Tool	EUPA_LO_148_M_001
Work Area Code and Title	WA7: Business Travel, Diary Systems, Meeting organization and event management
Unit Code and Title	5.1. Design, plan, organise meetings and other events
Learning Outcome Number and Title	LO148: Demonstrate ability to identify, negotiate and secure a venue for an event, which meets relevant operational and budgetary requirements based on the Business Plan for the event and that forms the basis for a contract with the venue manager.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Identify venues that meet the characteristics of the event and the business plan 2. Negotiate and secure venue for event based on a written document 3. Take the responsibility for one's own work and the activities of staff members in the framework of the identification, negotiation and booking of the adequate venue for the event
Approximate Time needed for the completion of this exercise	15 minutes
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input checked="" type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	This is a follow up activity for the previous methodological tools of this unit. The participants will be asked to identify 3 possible venues for their event based on the results of the previous exercises and prepare an outline of the booking specifications for the venue. Learners will be working in smaller groups and present and discuss their answers with the whole class and the trainer.

Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A

